296-33

Federal Personnel Manual System

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The Guide to Processing Personnel Actions

Supplement

296-33

United States
Office of
Personnel
Management

PM 1.14/3:

296-33/inst.9

Office of Personnel Management

Federal Personnel Manual System

FPM Supp. 296–33
Inst. 9

FPM Supplement 296–33, The Guide to Processing Personnel Actions

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Washington, D.C. 20415
May 19, 1983

Table of Changes

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Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
vii viii	Inst. 5	vii viii	Updates Table of Contents entries for subchapters 14, 15, and 31.
3–9 3–10	Inst. 6	3–9 3–10	Removes "6" from list of invalid SSN prefix numbers because the Social Security Admin. is now assigning numbers beginning with "6."
3–19 3–20	Inst. 5	3–19 3–20 3–20.01	Explains when to enter scheduled versus payable salary and when to use remarks to explain salary limitations.
3–23 3–24	Inst. 6	3–23 3–24 3–24.01	
3–27 3–28	Inst. 2	3–27 3–28	Corrects name of publication mentioned in instructions for block 39D.
3–29	Inst. 6	3–29	Clarifies instructions for entry of geographic location code.
4–11 4–12		4–11 4–12	Removes "6" from list of invalid SSN prefix numbers because the Social Security Admin. is now assigning numbers beginning with "6."
4–21 4–22	Inst. 5	4–21 4–22	Explains when to enter scheduled versus payable salary and when to use remarks to explain salary limitations.
4–25 4–26	Inst. 6	4–25 4–26 4–26.01	
4–29 through 4–31		4–29 through 4–31	Corrects name of publication mentioned in instructions for block 39D and clarifies instructions for entry of geographic location code.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
4–39 through 4–44	Inst. 6	4–39 through 4–44	Explains when to enter scheduled versus payable salary and when to use remarks to explain salary limitations. Also, clarifies instructions for entry of geographic location code.
5–5 5–6		5–5 5–6	Adds references to OPM Forms 1482 (Agency Certification of Status of Reemployed Annuitants) and 1510 (Certification of Agency Offer of Position and Required Documentation)
5–9 5–10		5–9 5–10	Updates titles of forms used in FEGLI program.
5–11 5–12	Inst. 7	5–11 5–12	Removes "6" from list of invalid SSN prefix numbers because the Social Security Admin. is now assigning numbers beginning with "6."
5–37 5–38	Inst. 1	5–37 5–38	Updates titles of forms used in FEGLI program.
5–47 5–48	Inst. 7	5–47 5–48 5–48.01	Clarifies instructions regarding election of FEGLI coverage by a new employee.
5–61 5–62	Inst. 6	5–61 5–62	Updates title of W–4 form.
6–5 through 6–6.01		6–5 6–6	Editorial changes and addition of example showing how SCD is affected by period of excess LWOP.
6–7 6–8	Apr. 30, 1981	6–7 6–8 6–8.01	Explains agency responsibilities in verification of uniformed service.
7–5 through 7–8	Inst. 1	7–5 through 7–8	Updates instructions for determination of spouse and mother preference. Adds explanation for restoration of veteran preference to widow/widower who had lost it due to remarriage.
7–10.01 7–11	Inst. 6	7–11 7–12	Updates instructions for determination of spouse and mother preference. Corrects printing errors.
7–17 through 7–20	Apr. 30, 1981	7–17 through 7–20	Updates instructions for determination of spouse and mother preference.
7–29 7–30	Inst. 1	7–29 7–30	Adds ending date for Naval Expeditionary Medal and Marine Corps Expeditionary Medal for the Indian Ocean Contingency Operation.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
8–9 8–10	Inst. 5	8–9 8–10	Updates instructions for deducting CSRS and FICA for reemployed annuitants.
8–11 8–12	Inst. 2	8–11 8–12	Adds instructions for use of OPM Form 1482.
8–19 8–20	Inst. 1	8–19 8–20	Adds new address for Coast Guard Finance Center and updates addresses for other uniformed service finance centers.
9–5 9–6	Inst. 5	9–5 9–6	Deletes rules on competitive service appointments to PACE positions (per FPM Ltr 213–22) and renumbers remaining Rules.
9–6.01	Inst. 1	9–6.01 9–6.02	
9–7 9–8	Inst. 5	9–7 9–8	
10–11 through 10–12.01	Inst. 6	10–11 10–12	
10–13 through 10–16	Inst. 1	10–13 through 10–16	
10–17 10–18	Inst. 7	10–17 10–18	
10–23 10–24	Inst. 1	10–23 10–24	
10–25 through 10–26.01	Inst. 7	10–25 through 10–26.01	
10–27 10–28	Inst. 1	10–27 10–28	Adds Rule on appointments under Reg 316.702 and renumbers remaining Rules.
10–29	Inst. 2	10–29	
11–5 11–6	Inst. 1	11–5 11–6	Adds Rules for documenting appointments under new Sch B authority for PAC positions (FPM Ltr 213–22) and renumbers remaining Rules.
11–9 through 11–12.01	Inst. 7	11–9 through 11–12.01	
Index Card 14		Index Card 14	Reprints card to list full title of subchapter 14.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
14–3 14–4		14–3 14–4 14–4.01	Adds instructions on selection of legal authority.
14–10.01	Inst. 6	14–11 14–12	Realigns material to correct printing errors in spacing; corrects Rule numbers on Rules 18–20.
14–11 14–12	Inst. 5		
14–14.01	Inst. 7	14–14.01	Adds rule for promotion of WTO program trainee, per FPM Ltr 316–16.
14–21	Inst. 7	14–21	Corrects printing errors.
15–3 15–4	Inst. 7	15–3 15–4 15–4.01	Adds instructions for selection of Legal Authority.
15–15 through 15–17	Inst. 7	15–15 through 15–17	Corrects printing errors and adds remark concerning health benefits coverage for co-ops.
17–7 17–8		17–7 17–8	Corrects printing error in authority cited in Rule 6. Adds to Rules 3 and 4 remarks instructions to comply with Reg 531.409(e)(1).
17–13 17–14	Inst. 2	17–13 17–14	Adds more precise authority to Rules 31 and 32.
17–15 through 17–16.02	Inst. 7	17–15 through 17–16.02	Adds Rule to cover pay adjustments for Merit Pay employees who are entitled to pay retention and makes editorial changes.
17–23 through 17–24.02	Inst. 8	17–23 through 17–24.02	Corrects printing errors.
17–25 through 17–28	Inst. 2	17–25 through 17–28	Adds remarks to explain employee's performance is at an acceptable level of competence, as required by Reg 531.409(e)(1).
17–29	Inst. 5	17–29	Editorial change.
18–11 18–12	Inst. 1	18–11 18–12	Adds instructions on continuation of health benefits coverage when employee is in nonpay status (FPM Btn 890–90).
22–5	Inst. 1	22–5	Corrects effective date instructions in Rule 5.
28–3 28–4		28–3 28–4	Clarifies instructions on SF 50 blocks to be completed on Chg in Data Element actions.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
30–9 30–10	Inst. 6	30–9 30–10	Rewords Rules 1, 2 and 10 to clarify coverage. Corrects printing error in Rule 4.
30–13 30–14	Inst. 2	30–13 30–14	Editorial change to clarify coverage of Rule 27.
30–19	Inst. 7	30–19	Updates OPF retention instructions, per FPM Btn 293–21.
31–3 through 31–6	Inst. 6	31–3 through 31–6.01	Adds instructions on selection of legal authority. Adds reference to "discharges" to subchapter and table headings. Makes editorial changes and corrects printing errors.
31–7 through 31–14		31–7 through 31–14.01	
31–15 through 31–18	Inst. 7	31–15 through 31–18	
31–19 31–20	Inst. 5	31–19 31–20	Corrects running heads.
31–21 31–22	Inst. 7	31–21 31–22	
31–23 31–24	Inst. 2	31–23 31–24	
31–25 31–26	Inst. 6	31–25 31–26	
31–27 31–28	Inst. 5	31–27 31–28	
31–29 31–30	Inst. 6	31–29 31–30	
31–31 31–32	Inst. 2	31–31 31–32	
31–33 31–34	Inst. 5	31–33 31–34	Editorial changes to clarify coverage.
31–35 31–36	Inst. 2	31–35 31–36	Corrects running heads.
31–37 31–38	Inst. 7	31–37 31–38	
31–39 through 31–42	Inst. 1	31–39 through 31–42	

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
31–43 31–44	Inst. 7	31–43 31–44	Updates OPF retention instructions, per FPM Btn 293–21.
31–45 31–46	Apr. 30, 1981	31–45 31–46	Updates forms numbers and titles of retirement forms per FPM Ltr 831–72.
31–47 31–48	Inst. 2	31–47 31–48	
31–49 31–50		31–49 31–50	Corrects running heads.
31–51 through 31–53	Inst. 5	31–51 through 31–53	
32–13 32–14		32–13 32–14	Clarifies instructions for use of remarks on correction actions.
34–1 34–2		34–1 34–2	Expands index entries to make it easier to use.
34–3 34–4	Inst. 6	34–3 34–4	
34–5 through 34–7	Inst. 5	24–5 through 34–8	

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Office of Personnel Management

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Federal Personnel Manual System

FPM Supplement 296–33, The Guide to Processing Personnel Actions

Installment 8

Washington, D.C. 20415
October 15, 1982

Table of Changes

This installment publishes instructions for processing actions that are taken under the authority of the new Panama Canal Employment System (PCES), which was established under section 1212 of the Panama Canal Act of 1979; and published in Title 35, CFR.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
v vi	Inst. 5	v vi	Changes title of subchapter 12 to reference PCES; editorial changes.
9–13 9–14		9–13 9–14	Adds reference to PCES to Rules 3–6.
12–1	Apr. 30, 1981	12–1	Replaces instructions for appointments under the Canal Zone Merit System (CZMS) with those for the PCES.
12–3 12–4	Inst. 6	12–3 12–4	
12–5 12–6	Apr. 30, 1981	12–5 through 12–18	
12–7 through 12–12.01	Inst. 2		
12–13 through 12–18	Inst. 1		
12–19 through 12-22	Apr. 30, 1981		
14–15 through 14-16.01	Inst. 5	14–15 through 14–16.01	Replaces CZMS reference in Rules 5 & 6 with reference to PCES and adds new Rule 8 to cover promotion resulting from RIF placement under the PCES.
14–17	Apr. 30, 1981	14–17	
14–23 14–24	Inst. 1	14–23 14–24	Replaces CZMS reference in Rule 3 with reference to PCES and adds new Rule 4 to cover reassignment resulting from RIF placement under the PCES.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
14–35 through 14–38	Apr. 30, 1981	14–35 through 14–38	Replaces CZMS reference in Rule 3 with reference to PCES and adds new Rule 5 to cover change to lower grade resulting from RIF placement under the PCES.
14–39 14–40	Inst. 1	14–39 through 14–40.03	Replaces CZMS reference in Rule 3 with reference to PCES and adds new Rule 5 to cover change to lower grade resulting from RIF placement under the PCES.
14–49 14–50		14–49 14–50	Places CZMS references in Rules 5 and 6 with PCES references.
14–51 14–52	Apr. 30, 1981	14–51 through 14–54.01	Changes CZMS references in Rules 11, 12, 19, and 26 to PCE references.
14–53 14–54	Inst. 1		
17–23 17–24		17–23 through 17–24.03	Adds new Rules 8–13 to cover QSI, WGI, and Denial of WGI actions under the PCES and adds new Rules 14–19 to cover termination of grade retention for employees under the PCES.
18–5 through 18–8	Inst. 1	18–5 through 18–8	Replaces CZ references in Rules 9, 10 and 12 with CA references.
20–3 20–4	Apr. 30, 1981	20–3 20–4	Adds instructions for use of 35 CFR authority to process name change actions for PCES employees.
26–5 26–6		26–5 26–6	Replaces CZMS references in Rules 6 and 7 with PCES references.
Index Card 12		Index Card 12	Corrects Index Card 12 to reflect title: Appts under the Panama Canal Employment System.
Index Card 34		Index Card 34	Corrects index card 34 to reflect title: Topic Index

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Office of Personnel Management

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Installment 7

Washington, D.C. 20415
October 1, 1982

Table of Changes

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
3–15 3–16	Inst. 1	3–15 3–16	Clarifies instructions on use of Work Schedule Code—code must be entered on all Chg in Work Schedule actions.
4–15 4–16		4–15 4–16	
4–37 4–38	Apr. 30, 1981	4–37 4–38	
4–45	Inst. 1	4–45	Adds 471, 472, and 800 to list of actions for which list form of notice may be used.
5–11 5–12		5–11 5–12	Updates titles of forms used in Health Benefits Program.
5–47 5–48		5–47 5–48	
6–3 6–4	Inst. 1	6–3 6–4	Updates address of office to which questions on service credit for leave and RIF should be referred.
6–13 6–14	Apr. 30, 1981	6–13 6–14	Adds to list of organizations for which service credit for leave and RIF differs from that for retirement.
9–23	Inst. 5	9–23	Adds rules to cover appointments under E.O. 12362.
10–17 10–18		10–17 10–18 10–18.01	
10–19 10–20	Inst. 1	10–19 through 10–21	Adds rules to cover Worker-Trainee appointments, per FPM Ltr. 316–16.
10–21	Inst. 2		
10–25 10–26	Inst. 5	10–25 10–26 10–26.01	Adds rules to cover appointments under E.O. 12362.
10–43 10–44	Apr. 30, 1981	10–43 10–44	Adds instructions for use of remark to explain suspension of severance pay upon receipt of temp. appointment.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
11-9 11-10	Inst. 1	11-9 11-10	Deletes rules concerning obsolete Federal Summer Intern Program and renumbers remaining rules.
11-11 11-12	Inst. 2	11-11 11-12 11-12.01	
11-25 through 11-28	Apr. 30, 1982	11-25 through 11-28	Deletes instructions relating to 700-hour limitation on Schedule A, Sec 213.3102(v) appointments which is no longer applicable; renumbers remaining rules.
11-29 11-30	Inst. 5	11-29 11-30	
14-11 through 14-14	Inst. 1	14-11 through 14-14.01	Add rules covering promotions of Admin Law Judges and renumbers remaining rules.
14-21	Apr 30, 1981	14-21	Adds rule covering reassignment of Admin. Law Judges. Revises rule on reassignment due to reclassification to clarify remarks instructions.
15-3 15-4	Inst. 5	15-3 15-4	Corrects definition of LWP to remove reference to annual leave that was added to Inst. 5.
15-5 through 15-10		15-5 through 15-10	Adds instructions for remark to explain length of furlough on 471/Furlough action; and, adds rules to explain continuation of health benefits while employee is in nonpay status and deletes rules covering (now obsolete) provisions for terminating health benefits when employee is placed on Furlough by RIF.
15-12.01 through 15-12.04		15-13 through 15-16	Shortens authority citation for authority code "GLM" in Rule 31 and deletes references to annual leave in rule 32 and renumbers pages consecutively.
15-13		15-17	Revises remarks to explain continuation of health benefits and FEGLI while employee is in nonpay status.
16-9 16-10	Inst. 2	16-9 16-10	Shortens authority citation for authority code "GLM" in Rule 11. Updates instructions in Rule 6.
17-7 17-8	Inst. 1	17-7 17-8	Updates authority for Denial of WGI.
17-11 17-12	Inst. 5	17-11 17-12	Adds to rules 19 and 20 instructions for use of remark to explain salary of GS supervisor of prevailing rate employees.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
17-15 17-16	Inst. 1	17-15 through 17-16.02	Adds rules to explain how to process moves back to GS from GM when position is reassessed and determined to be under GS rather than GM.
17-22.01	Inst. 5	17-22.01	Clarifies coverage of Rules 29-31.
19-3 19-4	Inst. 1	19-3 19-4	Updates address for Compensation Group.
27-3	Inst. 5	27-3	Corrects printing error.
30-19	Apr 30, 1981	30-19	Updates FPM Chapter 351 reference in footnote.
31-15 31-16	Inst. 2	31-15 31-16	Standardizes authority instructions in Rules 15, 18, 22 and 25.
31-17 31-18		31-17 31-18	
31-21 31-22	Inst. 5	31-21 31-22	Corrects printing errors.
31-37 31-38	Apr 30, 1981	31-37 31-38	Corrects form number on reference to retirement application.
31-43 31-44		31-43 31-44	Updates FPM Chapter 351 reference in footnote.
32-11 32-12	Inst. 5	32-11 32-12	Corrects Rule reference in Rules 11 and 12.
35-1 through 35-4.01	Apr 30, 1981	35-1 through 35-4	Adds explanation that "CAO" is no longer authorized for use on SFs 50 and adds definition of Break In Service.
35-5 35-6		35-5 35-6	Adds definitions of Legal Authority Suffixes.
35-7 35-8		35-7 35-8	Adds definition for PRD.
35-9 35-10	Inst. 2	35-9 35-10	Adds definitions for Retirement-ILIA and for SON.
35-11 35-12	Apr. 30, 1981	35-11 through 35-13	Editorial changes.

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Inst. 6

FPM Supplement 296-33, The Guide to Processing Personnel Actions

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Installment 6

Washington, D.C. 20415
September 20, 1982

Table of Changes

This installment supersedes FPM Letter 296-91.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
3-1	Apr. 30, 1981	3-1	Adds Table 3 to Table of Contents.
3-9 3-10		3-9 3-10	Adds information on recording SSN when employee serves on multiple appointments in same agency.
3-23	Inst. 5	3-23 3-24	Explains how to enter step for employee in WT pay plan who is entitled to grade or pay retention; clarifies documentation of step on details.
3-25 3-26	Apr. 30, 1981	3-25 3-26	Adds instructions on selecting PRD and clarifies instructions concerning approval signature.
3-29	Inst. 2	3-29	Adds reference to remark P26 to footnote and updates instructions concerning documentation of location code.
		3-31 through 3-33	Adds Table 3 on How to Select PRD.
4-11 4-12	Inst. 1	4-11 4-12	Adds information on recording SSN when employee serves on multiple appointments.
4-25 4-26	Inst. 5	4-25 4-26	Explains how to enter step for employee in WT pay plan who is entitled to grade or pay retention; clarifies documentation of step on details.
4-27 4-28	Inst. 1	4-27 4-28	Adds instructions on selecting PRD, on placement of remarks on SF 50/50-A; and, on signature versus authentication of SF 50/50-A.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
4–29 4–30	Inst. 1	4–29 4–30	Updates instructions on obtaining SON and updates instructions concerning documentation of location code.
4–31		4–31	Adds instructions for use of OPM Form 1468.
4–39 4–40	Apr. 30, 1981	4–39 4–40	Deletes reference to FPMIS in How to Complete section.
4–41 through 4–44	Inst. 1	4–41 through 4–44	Adds instructions on selecting PRD and for use of OPM Form 1468; updates instructions concerning documentation of location code; and provides additional guidance concerning placement of remarks on SF 50/50–A, and on signature vs. authentication of SF 50/50–A.
5–1 5–2		5–1 5–2	Adds reference to OPM Form 1468, Race and National Origin Identification.
5–5 5–6	Inst. 5	5–5 5–6	Deletes reference to OPM Form 1084 and adds references to OF 299 and OPM Form 1468.
5–7 5–8	Inst. 1	5–7 5–8	Updates title of SF 256.
5–9 5–10		5–9 5–10	Adds references to new forms SF 2801–1, 2802–1, and 2801 Schedule D, and deletes references to SF 2815.
5–19 5–20		5–19 5–20	Updates title of SF 256.
5–39 5–40		5–39 5–40	Removes line under Rule 1 in column A.
5–61 5–62		5–61 5–62	Adds instructions on use of OF 299 and OPM Form 1468.
5–65 5–66		5–65 5–66	
6–1 6–2	Apr. 30, 1981	6–1 6–2	Updates table of contents.
6–5 6–6 6–6.01	Inst. 5	6–5 6–6 6–6.01	Adds information on crediting DC Government employment and fee basis employment and on identifying NAFI service.
6–9 6–10	Apr. 30, 1981	6–9 6–10	Updates instructions on the use of OPM 813.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
6–17 6–18	Apr. 30, 1981	6–17 6–18	Adds 2/82 edition of OPM 813.
		6–20.01 through 6–20.03	Adds figure 6–4a.
7–1 7–2	Apr. 30, 1981	7–1 7–2	Adds Figure 7–13 to Table of Contents.
7–9 7–10	Inst. 2	7–9 7–10 7–10.01	Clarifies entry in Rule 4B.
7–11	Inst. 1	7–11	Adds reference to use of Figure 7–13 to Note 1.
7–37 7–38	Inst. 2	7–37 7–38	Corrects address for State Adjutant General in Vermont and adds Figure 7–13.
8–17 8–18	Inst. 5	8–17 8–18	Adds reference to use of Figure 7–13.
9–3 9–4	Inst. 1	9–3 9–4	Deletes reference to SF 2815 and adds instruction concerning "pick-up 50".
9–11 9–12		9–11 9–12	Clarifies situations covered by Rules 30–33.
9–21 9–22	Apr. 30, 1981	9–21 9–22 9–22.01	Adds reference to FS Act of 1980 to Rules 30–33.
9–43 9–44	Inst. 5	9–43 9–44	Adds instructions for use of remark K12.
10–3 10–4	Inst. 1	10–3 10–4	Deletes references to SF 2815 and adds instructions for documentation of nonpermanent appointment following RIF separation in the same agency.
10–5	Apr. 30, 1981	10–5	
10–7 through 10–9		10–7 through 10–9	Deletes rules for Federal Summer Intern Program and renumbers remaining rules.
10–11 10–12	Inst. 1	10–11 10–12 10–12.01	Corrects printing errors in NOAs cited in Rules 3 and 4; and updates auth references in Rules 13–16.
11–3 11–4		11–3 11–4	Deletes references to SF 2815 and adds instructions for documentation of nonpermanent appointment following RIF separation in the same agency.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
12–3 12–4	Apr. 30, 1981	12–3 12–4	Deletes reference to SF 2815 and adds instruction concerning "pick-up 50".
13–3 13–4		13–3 13–4	
14–5 through 14–10		14–5 through 14–10.01	Modifies instructions for distribution of payroll copy of SF 50 that records a detail; adds instructions concerning SES details.
14–23 14–24	Inst. 1	14–23 14–24	Editorial changes.
14–27	Apr. 30, 1981	14–27	
17–3 17–4		17–3 17–4	Clarifies definition of pay adjustment.
17–23 17–24	Inst. 1	17–23 17–24	Adds rule to cover changes in SES pay levels.
18–17	Apr. 30, 1981	18–17 18–18	Adds instructions concerning SES details.
21–5 21–6		21–5 21–6	Corrects title of Assistant Director for Workforce Information.
26–3		26–3	Explains further Change in Tenure Group for Excepted Service employees.
28–5 28–6	Inst. 1	28–5 28–6	Corrects printing error.
30–3 through 30–5		30–3 through 30–5	Adds references to new forms: SF 2801–1, SF 2801–2, and SF 2801-Schedule D; adds information to instructions on documenting Agency Finding on retirement actions; editorial changes; clarifies coverage.
30–9 30–10	Inst. 5	30–9 30–10	Corrects auth in Rules 10–12.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
31–3 31–4 31–4.01	Inst. 2	31–3 31–4	Adds editorial changes to clarify coverage; adds instruction on when to process a separation action for an employee who has accepted an appointment in another agency.
31–5	Inst. 1	31–5 31–6	Deletes references to SF 2815.
31–7 through 31–10	Inst. 2	31–7 through 31–10	Clarifies conditions for use of Rule 15 and adds new rule for resignation in lieu of an involuntary action.
31–11 31–12	Apr. 30, 1981	31–11 31–12	Updates FPM reference in Rules 25 and 26.
31–13 31–14	Inst. 2	31–13 31–14	Clarifies conditions for use of Rule 39; modifies footnote 1; and adds footnote 4.
31–25 31–26		31–25 31–26	Adds instructions for remark to use when employee separates to accompany US Government sponsor overseas; adds instruction on when to process a separation action for an employee who has accepted an appointment in another agency.
31–29 31–30		31–29 31–30	
32–9 32–10	Inst. 1	32–9 32–10	Clarifies conditions in Rules 11–14; adds specific authority for code ATM in Rules 13 and 14.
Index Card 34		Index Card 34	Corrects index card 34 to reflect title: Topic Index.
34–3 34–4	Inst. 5	34–3 34–4	Updates title of SF 256.

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Office of Personnel Management

Federal Personnel Manual System

FPM Supp. 296–33
Inst. 5

FPM Supplement 296–33, The Guide to Processing Personnel Actions

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Installment 5

Washington, D.C. 20415
May 5, 1982

Table of Changes

This installment supersedes all current FPM Letters issued under the distribution of FPM Supplement 296–31. It also supersedes FPM Letter 296–90.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
v through viii	Inst. 1	v through viii	Corrects caption for S1–8.
ix	April 30, 1981	ix	Adds "Topic Index" as subchapter 34.
1–3 1–4		1–3 1–4	Updates explanations of codes & address in para. S1–6.
2–3 2–4		2–3 2–4	Corrects printing error on "explanation 2".
3–7 3–8		3–7 3–8	Adds to instructions re entry of name on SF 52.
3–19 through 3–24	Inst. 1	3–19 through 3–24	Adds to instructions re entry of pay plan, occupational code, grade, step, salary, and pay basis.
4–9 4–10	April 30, 1981	4–9 4–10	Adds to instructions re entry of name on SF 50.
4–21 4–22	Inst. 1	4–21 4–22	Adds to instructions re entry of step, salary, and pay basis.
4–25 4–26		4–25 4–26	
4–31		4–31	Updates instructions on entry of RNO on SF 50.
4–43 4–44		4–43 4–44	Updates instructions on entry of RNO on SF 50–A.
5–5 5–6		5–5 5–6	Clarifies use of SF 61.
5–21 5–22	April 30, 1981	5–21 through 5–22.01	Clarifies use of SF 47.
5–63 5–64	Inst. 1	5–63	Modifies instructions for use of preappointment package.

Distribution: FPM Supplement 296–33

PM 1.14/3:

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
6–5 6–6	Inst. 1	6–5 6–6	Updates title referenced in para. S6–1.6g.
6–15 6–16	Inst. 1	6–15 6–16	Corrects entry on service credit for RIF purposes when retiree has less than 20 years of active military duty.
6–33 6–34		6–33 6–34	Lists additional reason for processing a change in SCD.
6–35 6–36	Inst. 3	6–35 6–36	Incorporates camera copy material into system.
8–3 8–4	Inst. 1	8–3 8–4	Corrects printing error.
8–9 8–10		8–9 8–10	Updates FPM Supp. 831–1 references.
8–15 8–16		8–15 8–16	Corrects address references for OPM's Compensation Group.
8–17 8–18	Inst. 2	8–17 8–18	
9–5 9–6	Inst. 1	9–5 9–6	Editorial change and correction of printing error.
9–7 9–8		9–7 9–8	Correction of printing error.
9–13 9–14		9–13 9–14	Corrects reference to VA Dept. of Medicine and Surgery.
9–14.1		9–14.01	Editorial Change.
9–23		9–23	Correction of printing error.
9–43	April 30, 1981	9–43 9–44	Adds instructions for remarks explaining seasonal and on-call employment.
10–17 10–18	Inst. 1	10–17 10–18	Adds instructions for appointments under new Reg 316.402(c)(6).
10–25 10–26		10–25 10–26	Adds instructions for appointments under new Reg 316.402(b)(6).
11–29	April 30, 1981	11–29 11–30	Adds instructions for remarks explaining seasonal and indefinite employment.
14–11 14–12	Inst. 1	14–11 14–12	Clarifies information in footnote #1 re time limits on details.
14–15 14–16	April 30, 1981	14–15 through 14–16.01	Correction of printing error.
14–47 14–48	Inst. 4	14–47 14–48	Incorporates camera copy material into system.
14–59 14–60	April 30, 1981	14–59 14–60	Clarifies remarks instructions in Rules 6 and 7.

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Office of Personnel Management
Federal Personnel Manual System

FPM Supp. 296-33
Inst. 4

FPM Supplement 296-33, The Guide to Processing Personnel Actions

Installment 4

Washington, D.C. 20415
January 4, 1982

Table of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
6-35 6-36	Inst. 1	6-35 6-36	Corrects printing errors on 260-Day Work Year Chart.
14-47 14-48	Inst. 2	14-47 14-48	Corrects printing error in table heading on page 14-47.
17-21 17-22		17-21 17-22	Corrects printing error in authority for Rule 26; and, corrects Nature of Action for Rule 28.

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PM 1.14/3:

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Office of Personnel Management

Federal Personnel Manual System

FPM Supp. 296-33
Inst. 3

FPM Supplement 296-33, The Guide to Processing Personnel Actions

Installment 3

Washington, D.C. 20415
December 11, 1981

Table of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
31-19 31-20	Inst. 2	31-19 31-20	Corrects remarks instructions for Rules 11-16.

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PM 1.14/3:

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296-33/inst. 2

Office of Personnel Management **FPM Supp. 296-33**

Federal Personnel Manual System **Installment 2**

FPM Supplement 296–33, The Guide to Processing Personnel Actions

Installment 2

Washington, D.C. 20415
December 4, 1981

Table of Changes

FPM Letters 296-85, -86 and -88 were superseded by installment 1. This installment supersedes FPM letters 296-87 and -89.

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Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-1 1-2	April 30, 1981	1-1 1-2	Adds editorial changes.
3-27 through 3-29	Inst. 1	3-27 through 3-29	Adds instructions for completion of block 39I of the SF 52.
5-51 5-52	April 30, 1981	5-51 5-52	Adds editorial changes.
7-9 7-10	Inst. 1	7-9 7-10	Adds line under Column D to complete Rule 11.
7-35 through 7-37	April 30, 1981	7-35 through 7-37	Updates addresses of Offices of State Adjutants General.
8-11 8-12	Inst. 1	8-11 8-12	Adds editorial changes.
8-13	April 30, 1981	8-13	
8-17 8-18	Inst. 1	8-17 8-18	Updates instructions on reporting to OPM appointment of disability retiree who has not been found recovered and restored to earning capacity.
9-25 through 9-28		9-25 through 9-28	Adds instructions to document restorations based on partial recovery from compensable injury.

Distribution: FPM Supplement 296–33

PM 1.14/3:

Table of Changes—Continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9–33 9–34	Inst. 1	9–33 9–34	Adds instructions to document restorations based on partial recovery from compensable injury.
10–21		10–21	
10–29		10–29	
10–33		10–33	
10–37 10–38		10–37 10–38	
		10–38. 01	
11–7 11–8		11–7 11–8	Corrects NOAC in Rule 14 of Table 11–A.
11–11 11–12		11–11 11–12	Adds Consultants and Experts to coverage of Rules 42–45.
11–15 through 11–20		11–15 11–16	Adds instructions to document restorations based on partial recovery from compensable injury.
		11–16. 01	
		11–17 through 11–20	
12–7 through 12–12		12–7 through 12–12	
		12–12. 01	
13–9 13–10		13–9 13–10	Adds editorial changes.
14–47 14–48		14–47 14–48	
16–9 16–10		16–9 16–10	Updates authority cited in Rule 6.

Table of Changes—Continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17–9 17–10	Inst. 1	17–9 17–10	Adds editorial changes.
17–13 17–14		17–13 17–14	
17–19 through 17–22		17–19 through 17–22	Corrects Auth Code/Auth citations for Rules 12–14, 22 and 23. Adds editorial corrections.
17–25 17–26		17–25 17–26	Corrects wording of Remark P25.
18–13 18–14		18–13 18–14	Explains Rules 8–10; covers extensions of temporary promotions under the Executive Assignment System.
18–15 18–16	April 30, 1981	18–15 18–16	Adds editorial changes.
30–7 30–8	Inst. 1	30–7 30–8	
30–9 30–10		30–9 30–10	Updates Auth/Code citations in Rules 10–12.
30–11 30–12	April 30, 1981	30–11 30–12	Adds references to footnotes on documenting retirements of employees who do not have appeal rights.
30–13 30–14		30–13 30–14	Adds footnotes with instructions on documenting retirements of employees who do not have appeal rights.

Table of Changes—Continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
31–3 31–4	April 30, 1981	31–3 31–4	Adds instructions on documenting resignations and discharges of employees who are serving an intial appointment probation, a trial period required under civil service or agency regulations, or who are serving under appointments which do not afford them appeal rights and revises instructions in Rules 3 and 4 of Table 31–E.
		31–4. 01	
31–7 through 31–10		31–7 through 31–10	
31–13 through 31–16		31–13 through 31–16	
31–17 through 31–24	Inst. 1	31–17 through 31–24	
31–25 31–26	April 30, 1981	31–25 31–26	
31–29 through 31–34	Inst. 1	31–29 through 31–34	
31–35 31–36	April 30, 1981	31–35 31–36	
31–47 through 31–53	April 30, 1981	31–47 through 31–53	
32–11 32–12		32–11 32–12	Adds editorial changes.
35–3 35–4		35–3 35–4	Adds NOAs "Discharge" and "Discharge during prob/trial period" to *Glossary*.
		35–4. 01	
35–9 35–10		35–9 35–10	Adds editorial changes.

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Federal Personnel Manual System

FPM Supplement 296–33, The Guide to Processing Personnel Actions

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Washington, D.C. 20415

Table of Changes

FPM Letters 296–85 and 296–86.

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
v vi	April 30, 1981	v vi	Editorial correction.
3–11 3–12		3–11 3–12	Clarifies definition for Tenure Group 3 and modifies instructions for entering FEGLI coverage on SF 52.
3–15 3–16		3–15 3–16	Editorial changes.
3–19 through 3–24		3–19 through 3–24	
3–27 3–28		3–27 3–28	Clarifies instructions for completing block 39D.
4–11 4–12		4–11 4–12	
4–13 through 4–16		4–13 through 4–16	Clarifies definition for Tenure Group 3, modified instructions for entering FEGLI coverage on SF 50, and makes editorial changes.
4–19 4–20		4–19 4–20	Editorial changes.
4–21 4–22		4–21 4–22	Completes list of pay basis codes.
4–23 through 4–28		4–23 through 4–28	Editorial changes and correction of pay plan block reference in block 31 and addition of footnote in block 32. Clarifies instructions for completing block 39D.
4–29 4–30		4–29 4–30	Adds partial sentence omitted from block 39J.
4–31		4–31	Adds instructions for completing blocks 39M and 40; adds footnote re remark to explain salary limitations.

(continued on next page)

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
4–35 4–36	April 30, 1981	4–35 4–36	Editorial changes.
4–41 4–42		4–41 4–42	Clarifies instructions for completing blocks 40C and 40D and makes editorial corrections.
4–43 4–44		4–43 4–44	Adds instructions on completing block 40I.
4–45		4–45	Corrects NOACs for Placement in Pay Status (from 845 to 280) and Placement in Nonpay Status (from 835 to 430).
5–1 5–2		5–1 5–2	Adds instructions on use of SF 181.
5–5 5–6		5–5 5–6	Adds OPM Form 1462 to forms list.
5–7 5–8		5–7 5–8	Adds SF 181 and 1187 to forms list and corrects name of SF 293.
5–9 5–10		5–9 5–10	Corrects name of SF 2817 and 2817A; makes editorial changes.
5–11 through 5–13		5–11 through 5–13	Editorial changes.
5–19 5–20		5–19 5–20	
5–37 5–38		5–37 5–38	Updates list of FEGLI forms. Editorial changes.
5–39 through 5–48		5–39 through 5–48	Incorporates FEGLI program changes resulting from PL 96–427.
5–49 5–50		5–49 5–50	Corrects instructions on documenting transfer of FEHBP enrollment.
5–53 through 5–56		5–53 through 5–56	Editorial changes.
5–57 through 5–59		5–57 through 5–59	Adds codes for retirement coverage.
5–61 5–63		5–61 5–64	Adds instructions for use of SF 181; corrects title of SF 1187 and makes editorial changes.
5–65 through 5–67		5–65 through 5–67	Adds instructions for use of SF 181.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
6–3 6–4	April 30, 1981	6–3 6–4	Editorial changes.
6–5 6–6		6–5 6–6.01	Adds information on Peace Corps Service.
6–15 6–16		6–15 6–16	Clarifies crediting of military furlough time.
6–19 6–20		6–19 6–20	Editorial changes.
6–25		6–25	
6–33 through 6–36		6–33 through 6–36	Adds removal from TDRL as reason for SCD change. Editorial corrections.
7–3 7–4		7–3 7–4	Editorial changes.
7–5 through 7–8		7–5 through 7–8	Corrects address in references to FBI.
7–9 7–10		7–9 7–10	Editorial changes.
7–11		7–11	Updates criteria for Veterans Preference.
7–13 7–14		7–13 7–14	Editorial changes.
7–27 through 7–30		7–27 through 7–30	Adds footnote to explain date shown for ending of WW I service.
8–3 8–4		8–3 8–4	Updates instructions on medical examinations.
8–5 through 8–7		8–5 through 8–7	Editorial changes.
8–9 8–10		8–9 8–10	Updates instructions on appointing disability retirees.
8–11 8–12		8–11 8–12	Incorporates FEGLI changes resulting from PL 96–427.
8–15 through 8–20		8–15 through 8–20	Editorial changes.
9–3 9–4		9–3 9–4	

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
9–5 through 9–8	April 30, 1981	9–5 through 9–8	Adds instructions for documenting appointments on which data must be collected as a result of the PACE Consent Decree.
9–13 9–14		9–13 9–14	Adds instructions for documenting appointment based on GAO service.
9–15 9–16		9–15 9–16	Editorial changes.
9–23		9–23	Adds instructions for documenting appointment based on service as Criminal Investigator with DEA.
9–25 9–26		9–25 9–26	Corrects footnote reference and makes editorial changes.
9–27 9–28		9–27 9–28	Editorial changes.
9–31 through 9–35		9–31 through 9–35	
9–37 9–38		9–37 9–38	Completes entry for Rule 7 and corrects wording of remark E18.
9–41 9–42		9–41 9–42	Corrects remark code for Rule 39.
10–3 10–4		10–3 10–4	Editorial changes.
10–11 10–12		10–11 10–12	Adds instructions for documenting appointments on which data must be collected as a result of the PACE Consent Decree.
10–13 through 10–16		10–13 through 10–16	Editorial changes.
10–17 10–18		10–17 10–18	Adds footnotes.
10–19 through 10–21		10–19 through 10–21	Corrects authority in Rules 3 & 4 and makes editorial changes.
10–23 through 10–25		10–23 through 10–25	Adds instructions for documenting appointments on which data must be collected as a result of the PACE Consent Decree.
10–27 through 10–29		10–27 through 10–29	Editorial changes.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
10–31 through 10–33	April 30, 1981	10–31 through 10–33	Editorial changes.
10–37 10–38		10–37 10–38	
11–3 through 11–12		11–3 through 11–12	Corrects footnote references and adds a footnote. Editorial changes.
11–13 through 11–22		11–13 through 11–22	Editorial changes. Corrects wording of remark E18.
12–7 through 12–18		12–7 through 12–18	
Divider # 13		Divider # 13	Changes SEC to SES on tab divider; erroneously typed.
13–9 13–10		13–9 13–10	Completes NOA for Rule 12.
14–11 through 14–14		14–11 through 14–14	Corrects authority code. Editorial changes.
14–23 14–24		14–23 14–24	Editorial changes.
14–39 through 14–42		14–39 through 14–42	
14–45 through 14–50		14–45 through 14–50	Corrects authority code and implements changes resulting from publication of final 536 Regs.
14–53 14–54		14–53 14–54	Editorial changes.
14–55 14–56		14–55 14–56	Corrects authority code and implements changes resulting from publication of final 536 Regs.
14–61 14–62		14–61 14–62	Editorial correction.
15–3 through 15–6		15–3 through 15–6	Editorial changes.
15–7 15–8		15–7 15–8	Corrects NOA and Authority for Rule 1.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
15–9 through 15–12	April 30, 1981	15–9 through 15–12.01	Restructures authority codes and authorities for suspension to distinguish between those for more than 30 days and those for 30 days or less; adds footnote 4 and editorial changes.
Divider # 16		Divider # 16	Deletes the words "from Nonduty Status" from tab divider.
16–3 through 16–8		16–3 through 16–8	Editorial changes.
16–9 16–10		16–9 16–10	Corrects Authority for Rule 1 in Table 16–C. Renumbers rules in Table 16–D.
17–5 through 17–10		17–5 through 17–10	Editorial changes.
17–11 through 17–22		17–11 through 17–22	Updates instructions for actions which end grade and pay retention.
17–23 17–24		17–23 17–24	Adds missing authority reference.
17–25 17–26		17–25 17–26	Adds additional remarks to explain Merit Pay System actions.
17–27 17–28		17–27 17–28	Editorial changes. Corrects NOA for Rules 8 and 9.
18–3 through 18–14		18–3 through 18–14	
19–3 19–4		19–3 19–4	Corrects address for OPM and adds editorial corrections.
21–3 21–4		21–3 21–4	
21–9 21–10		21–9 21–10	Editorial change.
22–3 through 22–5		22–3 through 22–5	Adds instructions to implement P.L. 96–427.
24–3 24–4 and 24–9		24–3 24–4 and 24–9	Editorial corrections.
25–5 25–6		25–5 25–6	Adds instruction for doing SCD change when employee is removed from the TDRL and discharged.

Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
28–3 28–4	April 30, 1981	28–3 28–4	Changes "agency code" to "agency subelement code".
28–5 28–6		28–5 28–6	Modifies instructions on changing Retirement Code and adds instructions re Annuitant Indicator.
30–3 30–4		30–3 30–4	Adds OPM 1462 to list of forms.
30–5		30–5	Adds instructions on reporting retirement of a military retiree.
30–7 30–8		30–7 30–8	Editorial changes.
30–9 30–10		30–9 30–10	Corrects authority citation.
30–17 30–18		30–17 30–18	Adds instructions to implement FEGLI.
31–5		31–5	Editorial changes.
31–17 31–24		31–17 31–24	Editorial corrections. Resequence rules. Corrects Rules 47–49 "A's" narrative.
31–27 through 31–30		31–27 through 31–30	Corrects remarks S29 and S70.
31–31 31–32		31–31 31–32	Updates FBI address.
31–33 31–34		31–33 31–34	Corrects footnotes
31–39 through 31–42		31–39 through 31–42	Adds instructions to implement P.L. 96–427.
32–9 32–10		32–9 32–10	Corrects authority citation.
32–13		32–13	Editorial corrections.

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Table of Changes—Continued

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
14–61 14–62	Inst. 1	14–61 14–62	Corrects remarks codes for Rules 33 and 34.
15–3 15–4		15–3 15–4	Clarifies insructions on when to issue SF 50; redefines NOAC 462.
15–5 15–6	Inst. 1	15–5 15–6	Clarifies instructions on use of tables 15–B and –C.
15–7 through 15–12.01	Inst. 1	15–7 through 15–12.04	Adds instructions for use of new NOAC/NOA 471/Furlough and redefines 472/Furlough NTE (date) and 462/LWP NTE (date).
			Renumbers as #35 the rule regarding Placement in Nonpay Status actions, adds remarks instructions, and clarifies footnote #4.
15–13	April 30, 1981	15–13	Adds remarks concerning effect on health benefits of nonpay status.
16–5 16–6	Inst. 1	16–5 16–6	Corrects printing error.
17–11 17–12		17–11 through 17–12.01	Adds authorities for Rules 22 and 23.
17–17 17–18		17–17 17–18	Corrects code for remark in rule 1.
17–19 17–20	Inst. 2	17–19 17–20	Corrects entries in column G for rules 12–15.
17–21 17–22	Inst. 4	17–21 through 17–22.01	Incorporated camera copy material into system.
17–29	Inst. 1	17–29	Corrects remarks codes.
24–3 24–4		24–3 24–4	Clarifies situations covered by Chg in Work Schedule, explains when to process a Chg in Hours, and adds definition of "seasonal employee".
27–3	April 30, 1981	27–3	Clarifies when a Chg in Vet Pref action must be processed.
30–7 through 30–12	Inst. 2	30–7 through 30–12	Adds reference to use of CSR claim number in correspondence with OPM; corrects authority citations for Auth. Code "AZM"; and revises remarks S34 and S37 and the instructions for their use.
30–15 30–16	April 30, 1981	30–15 30–16	
31–19 31–20	Inst. 3	31–19 31–20	Adds to instructions for documenting employee's reason for resignation.
31–21 31–22	Inst. 2	31–21 31–22	Rewords instructions for use of remarks S42 and S45.

Table of Changes—Continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
31–27 31–28	Inst. 1	31–27 31–28	Rewords remarks S28, S31, S40, S41, S42, S43, S44, and S45.
31–33 31–34	Inst. 2	31–33 31–34	Updates address for notices to OPM re retirees.
31–51 31–52	Inst. 2	31–51 31–52	Updates info on reinstatement eligibility.
31–53		31–53	Updates info on remarks to be placed on removal, termination, and resignation actions.
32–7 32–8	April 30, 1981	32–7 through 32–8.01	Adds additional remarks for correction actions.
32–11 32–12	Inst. 2	32–11 32–12	Adds additional remarks for cancellation actions.
32–13	Inst. 1	32–13 32–14	Adds new remarks C19, C20, P50, and M80.
		34–1 through 34–7	Adds Topic Index as (new) subchapter 34.
35–3 35–4	Inst. 2	35–3 35–4	Corrects definition of "consultant".

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296-33/inst. 1

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ERRATUM

Please insert the following page in place of pp. 15-7, 15-8

supersedes supp 296-31

Pm 1.14/3:

Table 15-B Additional Procedures for Placements in Nonpay Status

R U L E	A	B	C
	If Personnel Action Is	*And*	*Then*
5	Furlough by reduction-in-force	Employee has FEGLI Coverage	No action is necessary at time of furlough. Coverage may continue for up to 12 months while employee is in a nonpay status.
6	LWOP approved under 5 USC 3373 (Assignment of Employee to State or Local Government) (see FPM ch. 334)	Employee wishes to retain enrollment in the Federal Employees' Health Benefits Program	Advise that enrollment may be retained as long as he/she pays employee share of premiums through the agency.
7		Employee elects to enroll in health benefits plan sponsored by the State or local government	Terminate enrollment by following instructions in Rule 2.
8		Employee wishes to retain FEGLI Coverage	Advise the employee that enrollment may continue as long as he/she pays his/her share of the premiums through the agency.

Table 15–C Documenting Placements in Nonpay/Nonduty Status

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
1	Placement in Nonpay Status	Seasonal or on-call employee moves inot nonpay and nonduty status at the end of a peak workload period	430	Placement in ◆ Nonpay ◆ Status	◆CUL◆	FPM chapter ◆ 340 ◆		
2	Furlough	The furlough is to enter on active military duty	473	Furlough-MIL	P9M	Reg 353.104	M72	Reason for furlough: (state reason)
3		The furlough is to enter into the armed forces as a reservist or as a member of the National Guard			VRM	5 USC 3551		
4		The furlough is for more than 30 calendar days and not covered under Rules 1–3	472	Furlough NTE (date)	PNM	Reg 351.603		
5		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 USC 75			VAJ	5 USC 75		
6		The furlough is for 30 calendar days or less and is not effected under 5 USC 75			USM	(Cite Agency Reg authorizing furlough)		

FPM Supplement 296-33

The Guide to Processing Personnel Actions

This supplement must be used for all actions effective January 1, 1982, or later.

Office of Personnel Management • Federal Personnel Manual System

April 1981

FPM supplement 296–31 is superseded by this supplement.

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980– 341-393/384

FPM Supplement 296–33

The Guide to Processing Personnel Actions

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#1 Introduction

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Subchapter 1. Introduction to the Guide to Processing Personnel Actions

S1-1. Authority

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section 7.2, civil service rule VII, is based on that statute, and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management (OPM) the authority to prescribe regulations relating to the establishment, maintenance and transfer of official personnel folders.

Purpose and Applicability. The Guide to Processing Personnel Actions (Guide) provides OPM instructions on how to prepare personnel actions and how to prepare or obtain other forms needed for each personnel action. It supplements ◆the personnel action processing policy and the general information contained ◆ in FPM Chapter 296, *Processing Personnel Actions. The documentation required by this* **Guide** *is mandatory.* Agencies may supplement the **Guide** with additional instructions and may require personnel action documentation in addition to what is called for in the **Guide.** *However, in no case may an agency enter derogatory information on a personnel action if the documentation is not authorized by this* **Guide.**

Use. Members of the personnel office use the **Guide** to prepare personnel actions and the other forms and documents which determine how an employee is paid and the benefits to which he/she is entitled. Federal agency personnel staff also use the **Guide** as a reference to answer questions on how personnel actions are documented.

S1-2. Personnel Action Processing

The way in which personnel actions are documented is standard throughout most agencies to minimize confusion when employees move between agencies and to make it easier to collect statistical information. For most of the personnel actions you are asked to process, there will be a Request for Personnel Action, Standard Form 52. Your agency may have an OPM-approved exception to the SF 52, but it will be a similar form. Instructions for SF 52 also apply to your approved exception. The SF 52 is prepared by the personnel office or, more commonly, by the office or supervisor who wants to make a personnel action, such as an appointment, promotion, or separation of an employee. The supervisor completes one part of the SF 52 and forwards it to others (such as the budget office) whose approval is required by the agency. the SF 52 is sent to the personnel office for the staffing, classification, and other specialists to record determinations and approve all aspects of the personnel action. After all approvals are recorded on the SF 52, it is sent to the personnel assistant or personnel clerk who uses it to prepare a Standard Form 50, **Notification of Personnel Action,** or a list form of notice, which officially records the personnel action and becomes a part of the employee's record of employment. Your agency may also have an OPM-approved exception to the SF 50. Instructions for the SF 50 also apply to your approved excepton.

Subchapter 3 of the **Guide** explains what the completed SF 52 must contain. Each time you get an SF 52, you will follow certain steps:

—check the accuracy of the information the requesting office entered on the SF 52;

—complete the rest of the SF 52 following instructions in the appropriate chapter(s) of the **Guide** covering the requested action;

—prepare or obtain other forms as required in Subchapter 5, and

—use the information on the SF 52 to prepare the SF 50.

Subchapter 4 of the **Guide** explains what must be entered on the SF 50 or list form of notice.

In some agencies, the information on the SF 52 is typed onto the SF 50 or is keyed into a computer terminal to prepare the SF 50. In other agencies, the information is transferred from the SF 52 to a special code sheet which is sent to a computer center, and the SF 50 is prepared from that code sheet. Whichever method is used, an SF 50 or list form of notice must be issued for every personnel action discussed in this **Guide.**

S1-3. Documentation—Natures of Action, Authorities and Remarks

Each chapter on processing actions provides instructions on how to select the correct Nature of Action, Authority, and Remarks for the action being processed.

(a) The Nature of Action (NOA) is the phrase which explains the action that is occurring (such as appointment, promotion, retirement, etc.). Each NOA has a unique numerical code. This Nature of Action Code (NOAC) identifies, for statistical and data processing purposes, the nature of the action being taken. Each time a table tells you to enter a particular NOA on an SF 52, you must also enter its NOAC.

(b) The Authority is the law, executive order, regulation or agency directive under which the personnel action is taken. Each Authority also has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. Each time a table tells you to use a particular Authority, you must also use its Authority Code. When more than one Authority Code is required, you must enter them on the SF 52 *and* SF 50 in the order given in this **Guide.**

The Nature of Action Code identifies the personnel action, but the Authority Code identifies the specific circumstances under which the action is taken. For example, NOAC 702 tells us that the personnel action was a Promotion. It is the Authority Code which tells us whether the promotion was a competitive selection under the merit promotion program, or an exception to the merit promotion program. Agencies and OPM need this kind of detailed information in order to perform their personnel management functions.

If an agency wishes to use a new authority for a personnel action for which OPM has not yet issued an Authority Code, it is imperative that the agency first contact OPM and obtain a new Code. This applies to any authority which has been issued for Government-wide use (for example, Schedule A, 213.3102(11)) but does not apply to authorities issued only for the use of a specific agency (for example, Schedule A, sections 213.3103 through 213.3199).

(c) Remarks are put on the SF 50 to explain the action to the employee, the payroll office, future employers, to the Office of Personnel Management, and to other Federal agencies. For some actions, specific *Remarks* are required. For others, you must select the proper *Remarks*. A table will tell you when and what to use. Remarks Codes are used in this **Guide** to make it easier to select the correct *Remarks*. Enter only the *Remarks* on SF 50; the Remarks Codes are not needed.

S1-4. Use of Codes

Depending on the personnel data system in your agency, you may enter *both* the Codes and the NOA, Authority, and Remarks on the SF 52 or you may list only the Codes and the computer will automatically print the NOA, Authority, and Remarks on the SF 50. Your agency must report the NOAC and Authority Codes (but not Remarks Codes) to OPM. If you have a manual system, you must enter on the SF 52 the NOAC and Authority Codes as well as the NOA, Authority, and Remarks; you need not enter the Remarks Codes.

A complete list of NOAC's and Authority and Remark codes is in FPM Supplement 292-1, **Personnel Data Standards.** This **Guide** uses standard authorized abbreviations for the natures of action and authority. The complete unabbreviated forms are in FPM Supplement 292-1. Both versions are approved for use.

NOAC's 000 through 899 are to be used only as directed by the Office of Personnel Management. Codes 900 through 999 may be used by agencies to record a personnel matter for which OPM does not require an SF 50 and which is of interest only to that agency and that employee; for example, a change in an employee's position number when no *other* change occurs in duties, office to which assigned, or pay. When an SF 50 is prepared for this purpose, none of the NOAC's prescribed by the OPM may be used, and the data on the SF 50 is not sent to the OPM.

Within the 000 through 899 group of NOA codes, are codes which have been set aside for use by certain agencies. These are used to record actions involving particular groups of excepted service employees, such as Foreign Service employees. If your agency is authorized to use any of these special codes, your personnel office will have a list of them and instructions on when they are to be used.

S1-5. Significance of Codes

The first digit of the NOAC indicates a general grouping of personnel actions. These are:

100-series—appointments;
200-series—returns to duty from nonpay status;
300-series—separations from employment;
400-series—placements in nonpay and/or nonduty status;
500-series—conversions to appointments;
700-series—position changes, extensions, and miscellaneous actions;
800-series—miscellaneous.

The second and third digits of the NOAC indicate the particular kind of action being processed, e.g., promotion, resignation, pay adjustment, etc.

The first character of the Authority Code follows the general order below, and indicates whether the Authority Code represents a regulation, an executive order, etc. The second and third characters indicate the relative placement of the particular Authority in the overall listing. For example, Code L6M (Reg 315.805) follows Code L1M (Reg 315.709) and precedes Code L9M (Reg 315.907).

A—Miscellaneous
B—Rules
C & D—FPM Chapters
E-G—FPM Supplements
H-U—Regulations
V—Statutes
W-Y—Schedules A, B, C
Z—Executive Orders
◆ 6-9—(Reserved for agencies' internal use) ◆

The characters of the *Remarks* Code have no significance although the first character indicates these general groupings:

First Character	*Remarks Associated With*
A	Appointment Limitations
B	Benefits and Leave
C	Corrections and Cancellations
E	Employment Conditions
G	Service Credit
K	Position Change Actions
M	Miscellaneous
N	Pay in addition to or outside of salary
P	Pay Rate
R	Employee Reason for Resignation, Retirement, Failure to Relocate or to Accept Reassignment
S	Agency Explanation of Employee's Separation
T	Tenure
X	Retained Grade and Retained Pay
◆ Y or Z	(Reserved for agencies' internal use) ◆

S1-6. Illegal Appointments

Agencies should contact the ◆ Assistant Director for Work Force Information, U.S. ◆ Office of Personnel Management, Washington, D.C. 20415, to obtain procedures for documenting the Official Personnel Folder when an appointment is found to be illegal.

S1-7. Personnel Data Collection

Agency personnel data systems and OPM's information system use the codes to collect statistics on the Federal work force. Either a copy of the personnel action itself or a computer tape containing the data on the action must be sent to the OPM for almost every action discussed in this **Guide.** If your agency sends paper copies instead of computer tapes of SF 50 data to OPM, the data from the action will be put on a computer tape by OPM. The OPM system, called ◆ CPDF (Central Personnel Data File), ◆ is used to provide a wide variety of information on the Federal work force to the President, Congress, OPM, agencies, and to the public. By linking the NOAC and Authority Codes with employee data on grade, salary, position, etc., agency systems and OPM can produce reports on work force distribution and changes. For example, statistics can be obtained on how many employees were hired at GS 5 under a civil service examination during a particular year, or an estimate can be made on how many employees will be old enough and have the approximate years of service to retire in a given year. These computer-produced reports can be obtained on a more timely basis than those produced manually and can save the staff in operating personnel offices countless hours of work which would be required if data had to be assembled manually for each report. However, computer-produced reports are of *no* value if the data the computer uses to process them is not accurate; this means that the personnel action documents created in operating personnel offices must contain complete and accurate information.

S1-8. ◆ CPDF ◆ Codes

There are times when it is necessary to resubmit personnel actions to ◆ the CPDF ◆. In order for the automated system to accept these re-submissions, it is necessary to use *special* NOAC's on the actions. These system Codes consist of the following:

005	Re-creation or re-submission of a record;
007	Correction of current file;
010	Deletion of file.

For information and instructions on when these Codes are to be used, see FPM Supplement 298-1, **The Central Personnel Data File.**

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Subchapter 2. How to Use This Guide

S2-1. How the Guide is Organized

The first seven subchapters of this **Guide** contain general information that you will refer to in processing many types of actions. These subchapters explain how to complete the SF 52 and SF 50, how to determine creditable service and compute a service computation date, how to determine veteran preference, and when and how to obtain other personnel forms. Subchapters 8 through 32 contain instructions for specific types of actions. Subchapter 35, the *Glossary*, defines terms used in this book.

Each specific type of action you will process is covered in a separate subchapter of the **Guide.** In subchapters 8 through 32 you will find:

—an introduction which explains the personnel actions covered by the subchapter, and definitions of those actions;

—step-by-step instructions on how to process the action, (decisions which must be made and forms which must be completed); and

—tables to help you select the correct information to put on the SF 52 and SF 50.

Most of the instructions and tables for a particular action are in the same subchapter. There will be times, however, when you will have to look elsewhere. For example,

—When a table in one subchapter applies to several kinds of actions and the table has not been reprinted in other subchapters, you will be told to turn to it.

—When instructions regarding benefits are complicated, they are not reprinted in this **Guide.** You will be told where to find them in the appropriate FPM supplement.

—When general instructions apply to more than one kind of action, they have been combined in the first seven subchapters.

S2-2. How To Use The Guide

1. The first step after receiving the SF 52 is to decide what kind of action has been requested or is needed. Check blocks 18-B and 19-B. If you cannot tell from the SF 52, ask the personnel specialist who approved the action.
2. Then use the *Table of Contents* to select the subchapter(s) which appear(s) to cover the action(s).
3. Read the introduction and definitions in the subchapter you select to be sure you have the right one.
4. Carefully follow the instructions in the subchapter(s). The instructions cover only the Office of Personnel Management requirements and may not include everything that your agency requires. Therefore, if your agency has its own processing instructions, you must follow them as well. Because each personnel office may operate under different procedures, the **Guide** does not tell you who is responsible for each processing step. When you find that a step has already been completed, use the **Guide** to check to see that it was completed correctly. **DO NOT** just copy something from a previous SF 50. *If there was a mistake on the previous action and you copy it, your mistake may affect the employee's pay or benefits.*
5. The subchapter(s) will tell you how to select the codes and information to enter on the SF 52. Use the SF 52 as a draft to type the SF 50 or to send data to a computer which will prepare the SF 50. Subchapter 3 gives you general information on how to complete the SF 52. More specific information is in the subchapter which covers the particular action you are processing. Subchapter 4 explains what your final typed or computer-printed SF 50 must contain.
6. If you do not have all the information you need about the reason for the action or about the employee it concerns, **ASK QUESTIONS** of the personnel specialist who approved the action; **DO NOT GUESS.**

S2–3. Reference Materials

When you process personnel actions, there are forms you will use, terms you will hear, and manuals you will refer to constantly. To make your work easier later on, you should:

1. Become familiar with the Federal Personnel Manual (FPM) and the information which supplements it.
    a. Read FPM chapter 171 and find out how the manual system is organized and what it covers.
    b. Read FPM Supp. 293–31, **Personnel Records and Files.** Keep it handy for easy reference. You will use it often.
    c. Establish an office file of copies of other FPM supplements which you will use to process actions:
        (1) FPM Supplement 292–1 on data standardization;
        (2) FPM Supplement 298–1 on the OPM personnel information system;
        (3) FPM Supplement 831–1 on retirement;
        (4) FPM Supplement 870–1 on life insurance;
        (5) FPM Supplement 890–1 on health benefits;
        (6) FPM Supplement 990–1 which contains Title 5 (laws) and the Civil Service Rules and Regulations. When you see a reference in this **Guide** to "5 U.S.C.," "C.S. Reg.," or "C.S. Rule," you will find the law, regulation, or rule in the 990–1 FPM supplement.
        (7) FPM Supplement 990–2 on pay and leave.
        (8) The basic FPM chapters 292, 293, 296, 298, 831, 870 and 890. Temporary instructions are published in FPM bulletins. Material which is going to be incorporated in FPM supplements or the **Guide** is published in FPM letters. Both FPM bulletins and FPM letters are filed with the basic FPM chapters. Whenever you refer to one of the supplements, you should also check to see if there are bulletins or letters which contain additional information on your topic.
    d. Get your agency's instructions for processing personnel actions, if your agency has an automated system for personnel and/or payroll.
    e. Get any other instructions that your agency has regarding personnel actions. Some parts of this **Guide** will refer you to your agency's instructions.
2. Become familiar with personnel language.
    a. Read through the *Glossary of Terms* in this **Guide** (subchapter 35).
    b. Refer to the *Glossary* as you process actions to learn the definitions of terms you do not know or understand.
3. Become familiar with personnel forms. You will use many of them.
    a. Review the instructions in subchapter 5 of this **Guide.**
    b. Thoroughly read the instructions on the form and in this **Guide** *before* using any form. (You may find it helpful to keep a copy of each form you complete as a sample for future reference.)

S2–4. How to Use a Decision Logic Table (DLT)

Most of the instructions in the **Guide** are in the form of Decision Logic Tables (DLT's). A DLT gives you instructions in the form of a chart rather than in the form of a paragraph. Some DLT's will describe several situations and tell you the forms you must complete in each situation. Other DLT's will help you select the information which must be put on the SF 50.

It is easier to make a decision with a DLT because all the conditions you must consider are shown in separate boxes. A sentence in a DLT is called a "rule". Each rule shows conditions which must be considered, their relationships to each other, and the decision or appropriate instructions. DLT's used in this **Guide** are read across (horizontally). Samples are shown below, along with instructions on how to read them.

S2-5. How to Read a Horizontal DLT

Table 1. (explanation 1) Processing Career and Career-Conditional Appointments

RULE	A	B	C
	If the appointment is based on selection from a	*And the appointment is*	*Then NOA is*
1	CS Certificate of Eligibles	With Career-Conditional Status	Career-Cond. Appt.
2	Direct Hire Recruiting Authority	With Career Status	Career Appt.
3		With Career-Conditional Status	Career-Cond. Appt.

You select the conditions under columns A and B which then lead you to the proper action in column C. To read Rule 1, follow the arrows. The rule reads, "If the appointment is based on selection from a CS Certificate of Eligibles, and the appointment is with Career-Conditional Status, then NOA is Career-Cond. Appt."

Table 1. (explanation 2) Processing Career and Career-Conditional Appointments

RULE	A	B	C
	If the appointment is based on selection from a	*And the appointment is*	*Then NOA is*
1			
2	Direct Hire Recruiting Authority	With Career Status	Career Appt.
3			

To read rule 2, follow the arrows again. (To make it easier to follow them, parts of rules 1 and 3 have been blocked out). Rule 2 reads, "If the appointment is based on selection from a Direct Hire Recruiting Authority, and the appointment is with Career Status, then NOA is Career Appt." Notice that you begin to read each rule with the heading for the first condition column (A).

Table 1. (explanation 3) Processing Career and Career-Conditional Appointments

RULE	A	B	C
	If the appointment is based on selection from a	*And the appointment is*	*Then NOA is*
1			
2	Direct Hire Recruiting authority		
3		With Career Conditional Status	Career-Cond. Appt.

To read rule 3, follow the arrows. (Parts of rules 1 and 2 are blocked out to make it easier to follow the arrows.) Rule 3 reads, "If the appointment is based on selection from a Direct Hire Recruiting Authority, and the appointment is with Career-Conditional Status, then NOA is Career-Cond. Appt." Because there is no new entry for rule 3 in the first column (A), you use the last entry, which also is used for rule 2. Each new entry is separated from the preceding one by a horizontal line; if there is no new entry for a particular rule, read the last entry from the rule above.

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#3 How to Complete SF 52

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Subchapter 3. How to Complete SF 52, Request for Personnel Action

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Subchapter 3. How to Complete SF 52, Request for Personnel Action

S3-1. Coverage.

This subchapter explains how requesting offices complete Part I of the SF 52, **Request for Personnel Action,** and how personnel offices complete Part II of the form.

S3-2. Use of SF 52.

a. *General.*

The SF 52 is used by an office or a supervisor to request a personnel action. After preparation, it is used to record approvals of the requested action (for example, approval by the budget office) before it is sent to the personnel office. The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the SF 50.

b. *Exceptions.*

An SF 52 (or OPM-approved exception) must be used to request and document approvals of every personnel action discussed in this **Guide,** *unless:* (1) the subchapter that describes how to process the action states an agency form can be used, or that the SF 50, **Notification of Personnel Action** (or the list form of notice) can be prepared directly from the information in the employee's Official Personnel Folder (or your agency's automated system); ◆ or (2) the action will be documented on an SF 50–A, Notice of Short-Term Employment. (See subchapter 4, figure 4–5 for instructions on completing the SF 50–A.) ◆

S3-3. Instructions.

a. Use figure 3–1 to identify the blocks on the SF 52.

b. Follow your agency's instructions to complete Part I of the form or to verify if it has been completed correctly by someone else.

c. Use figure 3–2 to complete Part II of the form. Some blocks may have been completed by the requesting office; if so, use figure 3–2 to verify whether they have been completed correctly.

d. Follow your agency's instructions to obtain clearances for the action.

e. When the action is a resignation:

(1) Check to be sure employee has
  (a) completed each block in Part IV, and
  (b) furnished a forwarding address.

(2) When an employee has furnished resignation data on a separate sheet (by letter, for example), check to be sure it contains the information required by each block in Part IV.

(3) When resignation data is incomplete, return action to personnel specialist for completion.

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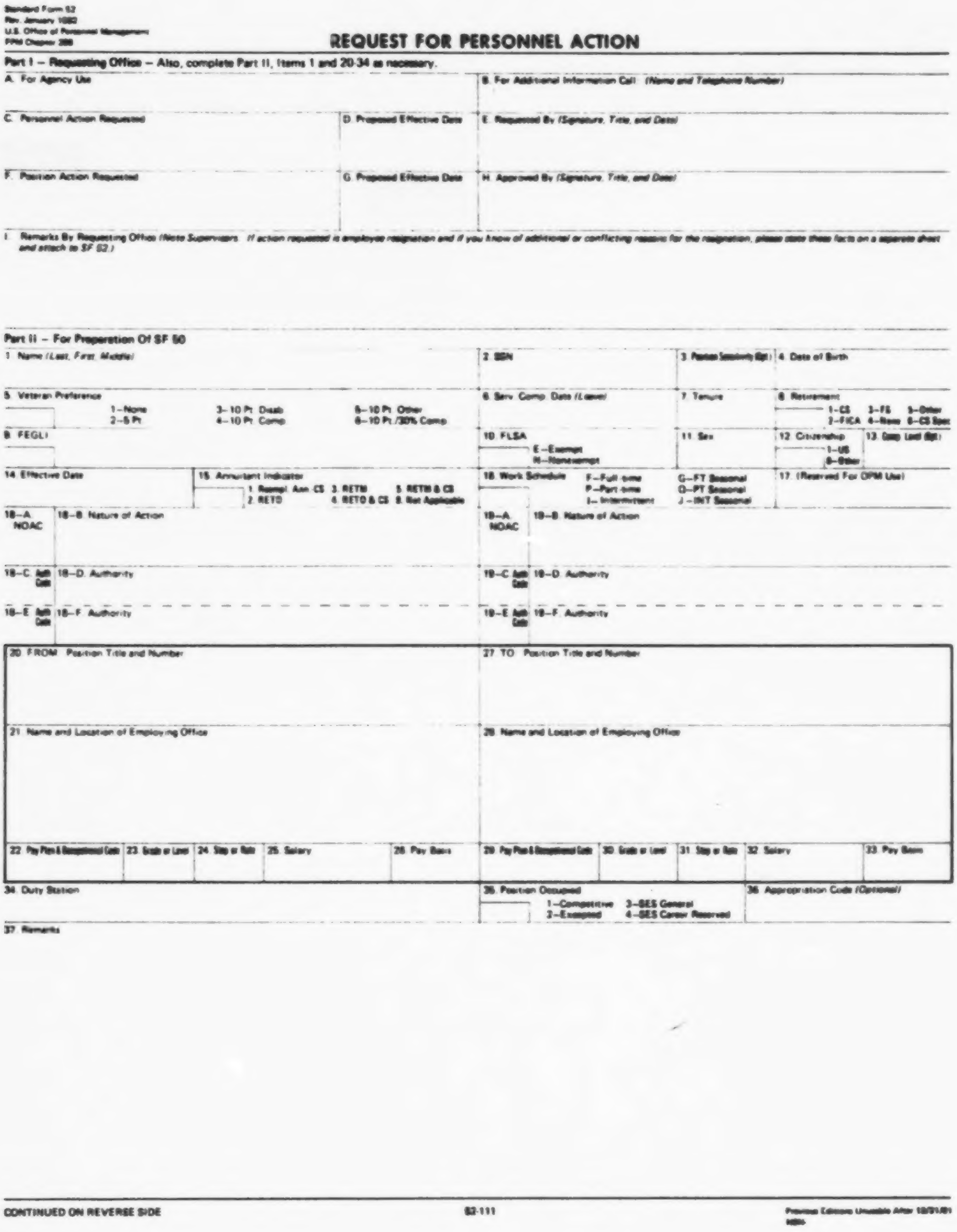
Figure 3–1. Standard Form (SF) 52, Request for Personnel Action



Standard Form 52
Rev. January [illegible]
U.S. Office of Personnel Management
FPM Chapter 296

REQUEST FOR PERSONNEL ACTION

Part I – Requesting Office – Also, complete Part II, Items 1 and 20-34 as necessary.

A. For Agency Use

B. For Additional Information Call *(Name and Telephone Number)*

C. Personnel Action Requested

D. Proposed Effective Date

E. Requested By *(Signature, Title, and Date)*

F. Position Action Requested

G. Proposed Effective Date

H. Approved By *(Signature, Title, and Date)*

I. Remarks By Requesting Office *(Note Supervisors: If action requested is employee resignation and if you know of additional or conflicting reasons for the resignation, please state these facts on a separate sheet and attach to SF 52.)*

Part II – For Preparation Of SF 50

1. Name *(Last, First, Middle)*

2. SSN

3. Position Sensitivity (Opt.)

4. Date of Birth

5. Veteran Preference ☐ 1–None 2–5 Pt 3–10 Pt Disab 4–10 Pt Comp 5–10 Pt Other 6–10 Pt /30% Comp

6. Serv. Comp. Date *(Leave)*

7. Tenure

8. Retirement ☐ 1–CS 2–FICA 3–FS 4–None 5–Other 6–CS Spec

9. FEGLI ☐

10. FLSA ☐ E–Exempt N–Nonexempt

11. Sex

12. Citizenship ☐ 1–US 8–Other

13. Comp. Lost (Opt.)

14. Effective Date

15. Annuitant Indicator ☐ 1 Reempl. Ann. CS 2 RETD 3 RETM 4 RETD & CS 5 RETM & CS 9 Not Applicable

16. Work Schedule ☐ F–Full-time P–Part-time I–Intermittent G–FT Seasonal Q–PT Seasonal J–INT Seasonal

17. (Reserved For OPM Use)

18–A NOAC

18–B Nature of Action

18–C Auth Code

18–D Authority

18–E Auth Code

18–F Authority

19–A NOAC

19–B Nature of Action

19–C Auth Code

19–D Authority

19–E Auth Code

19–F Authority

20 FROM: Position Title and Number

21 Name and Location of Employing Office

22 Pay Plan & Occupational Code

23 Grade or Level

24 Step or Rate

25 Salary

26 Pay Basis

27 TO: Position Title and Number

28 Name and Location of Employing Office

29 Pay Plan & Occupational Code

30 Grade or Level

31 Step or Rate

32 Salary

33 Pay Basis

34. Duty Station

35. Position Occupied ☐ 1–Competitive 2–Excepted 3–SES General 4–SES Career Reserved

36. Appropriation Code *(Optional)*

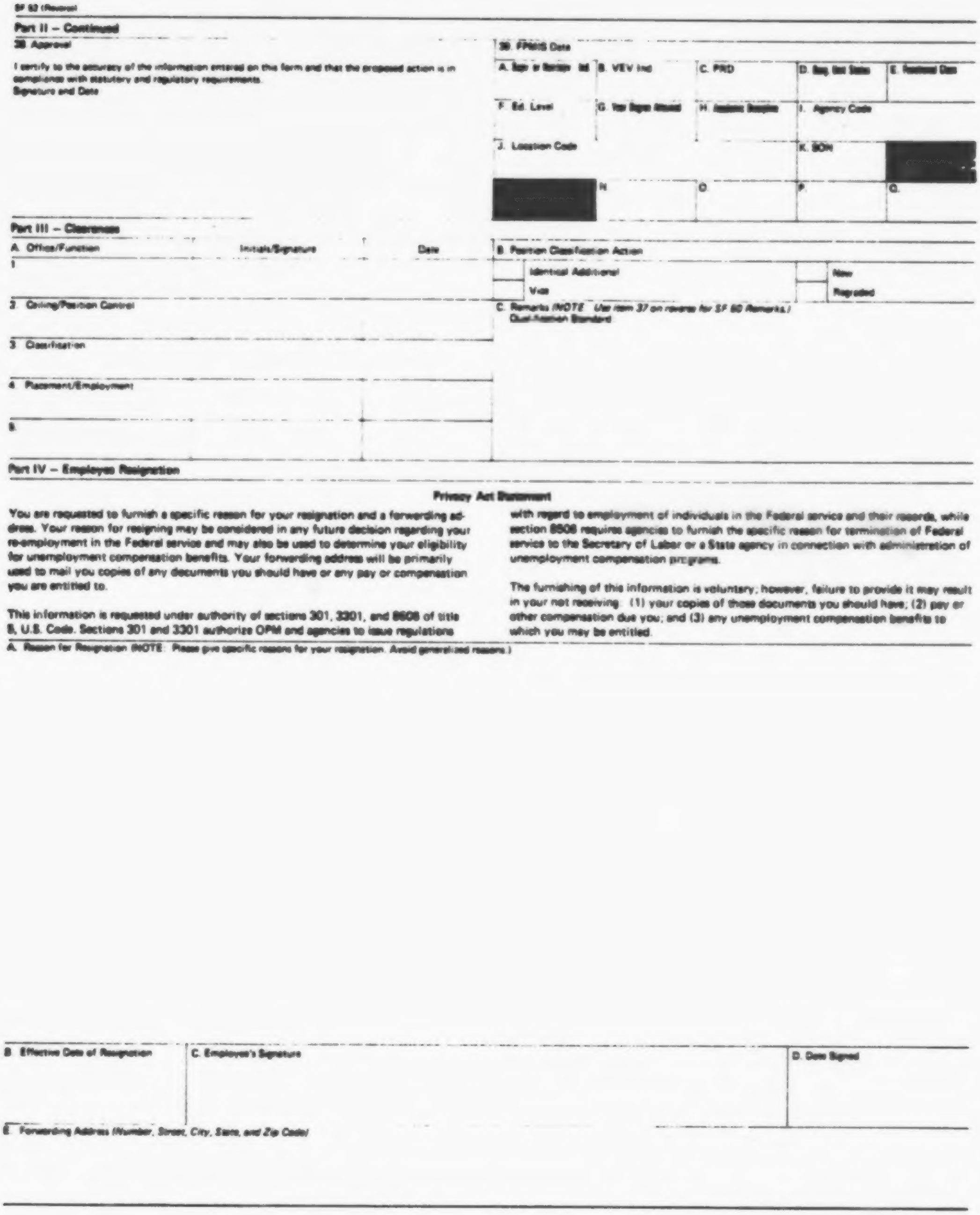
37. Remarks

CONTINUED ON REVERSE SIDE

52-111

Previous Editions Unusable After 12/31/81
NSN

Figure 3–1. Standard Form (SF) 52, Request for Personnel Action (Reverse)



SF 52 (Reverse)

Part II – Continued

38. Approval

I certify to the accuracy of the information entered on this form and that the proposed action is in compliance with statutory and regulatory requirements.
Signature and Date

39. FPMIS Data

A. Supv or Manager Ind	B. VEV Ind	C. PRD	D. Barg Unit Status	E. Functional Class
F. Ed. Level	G. Yr Degree Attained	H. Academic Discipline	I. Agency Code	
J. Location Code			K. SON	[redacted]
[redacted]	N.	O.	P.	Q.

Part III – Clearances

A. Office/Function	Initials/Signature	Date
1		
2. Ceiling/Position Control		
3. Classification		
4. Placement/Employment		
5.		

B. Position Classification Action

☐ Identical Additional ☐ New
☐ Vice ☐ Regraded

C. Remarks *(NOTE: Use item 37 on reverse for SF 50 Remarks.)*
Qualification Standard

Part IV – Employee Resignation

Privacy Act Statement

You are requested to furnish a specific reason for your resignation and a forwarding address. Your reason for resigning may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be primarily used to mail you copies of any documents you should have or any pay or compensation you are entitled to.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

A. Reason for Resignation *(NOTE: Please give specific reasons for your resignation. Avoid generalized reasons.)*

B. Effective Date of Resignation	C. Employee's Signature	D. Date Signed

E. Forwarding Address *(Number, Street, City, State, and Zip Code)*

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (See Note 1)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
1	Name (Employee Name)	Complete for all actions.	a. When a requesting office has entered the employee's name, check it against OPF, application and/or SF 75 to be sure it has been entered correctly. b. When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.", "Mrs.", "Ms.", "Miss", ◆ "Dr.", "Prof.", or any other title. ◆ c. In reporting a change of name, show present name under this item; show former name under 18B.
2	SSN (Social Security Number)	Complete for all actions	When a requesting office has entered the employee's social security number (SSN), check it against the employee's OPF, application and/or SF 75 to be sure it has been entered correctly. When a requesting office has not entered employee's SSN, enter the SSN shown in OPF. a. Enter social security number for: (1) United States citizens; (2) foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below. American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoan group east of longitude 171 degrees west of Greenwich, together with Swains Island) Canton and Enderbury Islands Commonwealth of Puerto Rico Guam Howland, Baker, and Jarvis Islands Johnston or Cornwallis Island, and Sand Island

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
2	SSN (Continued)	Complete for all actions.	Kingman Reef Midway Islands Navassa Island Palmyra Island Swan Islands Virgin Islands of the United States Wake Island Any small guano islands, rocks, or keys which, in pursuance of action taken under the Act of Congress, August 18, 1856, are considered as pertaining to the United States. Any other islands to which the United States Government reserves claim, such as Christmas Island. b. Enter the employee number established by your agency for foreign nationals serving outside the areas listed in a. above. If one of these employees has a social security number, it may be entered in place of any employee number established by your agency. c. *When employee does not have a social security number:* If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the Submitting Office Number assigned by OPM, then assign four digits sequentially. In assigning the four sequential digits the following controls must be maintained:

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
2	SSN (Continued)	Complete for all actions.	(1) *Uniqueness*. Pseudo numbers may be used for persons for whom no Social Security Number will be recorded, or for persons temporarily having no Social Security Number. In either case, the pseudo number assigned must be unique. A number may not be reused after the person has left the agency or received a valid SSN. (2) *Correction*. When a pseudo number has been assigned and submitted in a record to OPM, and a valid SSN is obtained to replace it, follow instructions in FPM Supp. 298-1 to submit the valid number as a correction. Do not submit personnel actions affecting the individual, using the valid SSN, until the SSN correction action is submitted (they can be submitted with the correction). (3) *8 or 9 SSN*. During the 1940's, some persons were assigned "temporary" SSN's beginning with an 8 or 9. Do not submit these as "valid" numbers; have the employee obtain a new, valid number from the Social Security Administration. Use a pseudo number until th new number is obtained. d. *Multiple Appointments*. If the employee holds two or more appointments in the same agency at the same time, use the valid SSN for one appointment and a different pseudo number for each of the other appointments.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
2	SSN (Continued)	Complete for all actions.	e. *Corrections*. For instructions on how to correct a Social Security Number, see subchapter 32.
3	Position Sensitivity	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block.)	Follow your agency's instructions.
4	Date of Birth	Complete for all actions.	When requesting office has entered employee's date of birth, check it against OPF, application, and/or SF 75 to be sure it has been entered correctly. When requesting office has not entered employee's date of birth; enter it in month–day–year order in six numerals, e.g., "01–03–40".
5	Veteran Preference (Veterans Preference Category)	a. Must be completed for: (1) appointments, (2) conversions to appointments, and (3) separations. b. For other actions, completion is optional; follow your agency's instructions.	Enter appropriate code: 1 = None 2 = 5 Point 3 = 10 Point Disability 4 = 10 Point Compensable 5 = 10 Point Other 6 = 10 Point/30% Compensable
6	Serv Comp Date (leave) (Service Computation Date (leave))	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to SCD-Leave. b. For other actions, completion is optional; follow your agency's instructions.	Enter month-day-year in six numerals, e.g., "05–18–61". (See subchapter 6 for instructions on computing SCD.)

Figure 3–2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
7	Tenure (Tenure Code)	a. Completion is optional on pay change actions; follow your agency's instructions. b. Complete on all other actions.	Enter appropriate tenure group. Do not show subgroup. If employee is not in one of the tenure groups defined below (i.e., 1–3), enter a zero ("0"). Also enter a zero if employee is in the SES. Tenure Group 1 *Competitive Service*—Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. *Excepted Service*—Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite or specific time limitation, or trial period. Tenure Group 2 *Competitive Service*—Tenure group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation. *Excepted Service*—Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system. Tenure Group 3 *Competitive Service*—Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other nonstatus nontemporary appointments.

Figure 3–2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No	*(See Note 2)*	*When to Complete*	*How to Complete*
7	Tenure (Continued)		Tenure Group 3 (Continued) *Excepted Service*—Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than 1 year; also, employees who, though currently under appointments limited to 1 year or less, complete one year of current continuous employment.
8	Retirement (Retirement Code)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that results in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code ◆ and definition: ◆ ◆ 1 – CS 2 – FICA 3 – FS 4 – None 5 – Other 6 – CS–Spec C – FICA & CS (1.3%) E – FICA & CS–Spec (1.3%) G – FICA & FS (1.3%) J – FICA & Other Ret (1.3%) R – FICA & CS T – FICA & CS–Spec W – FICA & FS X – FICA & Other Ret ◆ Code "6", ◆ code "E", or code "T", as appropriate ◆ must be used for all firefighters and law enforcement personnel who are covered under 5 U.S.C. 8331 (20) and (21).
9	FEGLI	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that results in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code and definition (e.g., "C—Basic Life only"). Codes and definitions are listed in FPM supplement 292–1.

Figure 3–2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
10	FLSA (FLSA Exemption Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to another position or result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: E = Employee is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. N = Employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.
11	Sex (Sex of Employee)	a. Must be completed on: (1) appointments, (2) conversions to appointments, and (3) separations, b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: F = Female M = Male
12	Citizenship (Citizenship Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, and (3) separations. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: 1 = U.S. Citizen (to include U.S. National) 8 = Other
13	Competitive Level	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block.)	Follow your agency's instructions.

Figure 3–2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
14	Effective Date	Complete on all actions.	Enter date in six numerals, in month-day-year order, e.g., "10-07-82". (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See FPM chapter 296 for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the appointing officer approved the action.)
15	Annuitant Indicator	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any action which results in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: 1 = Employee whose annuity under the Civil Service Retirement System continues after appointment. 2 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.) 3 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. 4 = Employee is *both* a retired uniformed service commissioned or warrant officer and a reemployed annuitant. 5 = Employee is *both* a retired uniformed service enlisted member and a reemployed annuitant. 9 = Not applicable—none of the above codes apply.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
16	Work Schedule (Work Schedule Code)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, (4) pay change actions, including actions which place an employee into and out of pay status; and, ◆ (5) Chg in Work Schedule actions. ◆ b. Completion on other actions is optional; follow your agency's instructions.	Enter appropriate code: F = Full-time P = Part-time I = Intermittent G = Full-time Seasonal Q = Part-time Seasonal J = Intermittent Seasonal (Seasonal, as used here, includes persons employed under on-call programs.)
17	(Reserved for OPM Use)	Leave blank on all actions.	This block is reserved for future use by OPM and must be left blank on all actions.
18A	NOAC	Complete for all actions.	Enter code required by the subchapter which explains how to process the action. When action is a correction or cancellation, enter NOAC 002 or 001, as appropriate, in this block.
18B	Nature of Action	Complete for all actions.	Enter the Nature of Action for the NOAC shown in block 18A.
18C	Auth Code (Authority Code)	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for that action in the subchapter which explains how to process the action. (Authority codes must always be listed in the order in which they are listed in the subchapter which covers that action.)
18D	Authority		Enter primary authority—the first one listed for that action in the subchapter which explains how to process the action. (Authorities must always be listed in the order in which they are listed in the subchapter which covers that action.)
18E	Auth Code (Authority Code)		If more than one authority is required, enter second authority code in this block. (See Note 3.)
18F	Authority		If more than one authority is required, enter second authority in this block.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
19A	NOAC	Complete when a second action, with the same effective date, is processed on the same SF 50.	When more than one action is effective on the same date, enter the NOAC's and the Natures of Action in the order prescribed in the subchapters which explain how to process the actions. If no order is given, enter the NOAC's in the order in which the actions would logically occur. For example, if an employee is returning to duty from LWOP and being promoted on the same day, enter the NOAC & Nature of Action for the RTD before the NOAC & Nature of Action for the Promotion. Note: When SF 50 is processed to correct or cancel an earlier action, enter NOAC/NOA for the action being corrected or cancelled. When two actions were processed on the same SF 50 and both are being corrected or cancelled, process a separate SF 50 to cancel or correct each one.
19B	Nature of Action		
19C	Auth Code (Authority Code)	a. Leave blank when NOAC/NOA shown in blocks 19A and 19B is: (1) 350/Death, or (2) 355/Termination—Exp of Appt b. Leave blank when NOAC/NOA shown in blocks 18A and 18B is 001/Cancellation. c. Complete for all other actions when blocks 19A and 19B have been completed.	Enter primary authority code for the NOAC/Nature of Action shown in blocks 19A and 19B.
19D	Authority		Enter primary authority for NOAC/Nature of Action shown in blocks 19A and 19B.
19E	Auth Code (Authority Code)		If a second authority code is required for the NOAC/Nature of Action shown in blocks 19A and 19B, enter it here. (See Note 3.)
19F	Authority		If a second authority is required for the NOAC/Nature of Action shown in blocks 19A and 19B, enter it here. (See Note 3.)

Figure 3–2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
20	Position Title and Number	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions which move employee to another position. c. For actions which extend or terminate a detail to an unclassified position; to a state, or local government, or educational institution under the Intergovernmental Personnel Act (IPA); or to an international organization, position title and number may be omitted. d. For any actions not described above, completion is optional; follow your agency's instructions.	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
21	Name and Location of Employing Office	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other change actions, if action moves employee to a different office. c. For other actions, completion is optional; follow your agency's instructions.	a. Enter the employing office and location shown in "To" portion of employee's last Notification of Personnel Action. b. In appointment actions that move an employee from another agency, the agency code for the losing agency must be entered. When action is a reemployment under P.L. 85–795, enter "PI00".

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
22	Pay Plan and Occupational Code	a. Leave blank for 890/Merit Pay Cash Award. b. Leave blank for actions which extend or terminate a detail to an unclassified position; to a state, or local government, or educational institution, under the Intergovernmental Personnel Act (IPA); or to an international organization. c. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, (3) any actions which move employee to a different pay plan and/or occupational code. d. For other actions, completion is optional; follow your agency's instructions.	Enter the pay plan and occupational code shown in "To" portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must *precede* the prescribed occupational code.)
23	Grade or Level (Pay Grade/Level)	a. Leave blank for 890/Merit Pay Cash Award. b. Leave blank for actions which extend or terminate a detail to an unclassified position; to a state, or local government, or educational institution under the Intergovernmental Personnel Act (IPA); or to an international organization. c. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any actions which move employee to a different grade or level. d. For other actions, completion is optional; follow your agency's instructions.	Enter grade or level shown in the "To" portion of employee's last Notification of Personnel Action.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
24	Step or Rate	a. Leave blank for Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in nonpay status, and (3) any actions that move employee to a different step or rate. c. For other actions, completion is optional; follow your agency's instructions.	Enter step or rate for employee's current salary: a. When the employee is in the SES, enter the appropriate SES pay rate (01, 02, 03, 04, 05, or 06). b. For Presidential appointees who continue the SES salary, enter the SES pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block 22 is not "ES". c. Enter "00" for: (1) Actions that extend or terminate details to unclassified positions; to state, or local government, or educational institution under the Intergovernmental Personnel Act (IPA); or to an international organization. Also enter "00" when action extends or terminates a detail to a position at a higher or at a lower grade. (2) Employees who are under the Merit Pay System. (3) Employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade. d. When grade or pay retention are not involved and the employee is in the Competitive or Excepted Services, enter the appropriate numerical step or rate within the grade or level, for example, "1" (or "01") or "3" (or "03"). (If the pay plan is WT, the pay step or rate must be entered; "00" may *not* be used.) If the position has only one basic pay rate, enter *two zeroes* ("00").

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
25	Salary	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any actions that move employee to a different salary. c. Completion is optional for other actions; follow your agency's instructions.	Enter salary at which employee is currently being paid. ◆ The salary must be compatible with the pay plan, e.g., if the pay plan is one for which pay is set on an annual basis, then the per annum rate of pay must be entered. If plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered. ◆ a. For an employee under the Merit Pay System whose scheduled salary is higher than the rate at which he/she is actually paid, enter the *scheduled salary*. b. For an employee who is not under the Merit Pay System, an agency may show *either* the scheduled *or* the payable salary. Enter employee's salary in the manner selected by your agency. c. When employee is already entitled to grade retention, show salary in terms of the pay system of the position he/she now occupies. For example, when an employee who is retaining a GS grade and salary occupies a prevailing rate position, his/her salary should be shown on a per hour basis. When employee who is retaining a prevailing rate grade and salary occupies a GS position, his/her salary should be shown on a per annum basis. ◆ (Note: Effective 01-01-84 the per annum rate for a GS employee is divided by 2087 to determine the per hour rate of pay. Therefore, if an employee who retains a GS rate of pay is placed in a prevailing rate position, the per annum salary being retained should be divided by 2087 to determine the per hour rate of pay to be shown on the SF 50. If an employee who retains pay from a prevailing rate position is placed in a GS position, multiply per hour rate by 2080 to determine the per annum rate of pay to be shown on the SF 50.) ◆

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
			d. Enter separately, in remarks (block 37) the premium pay for standby duty paid to an employee on an annual basis under section 5545(c)(1) of title 5, U.S.C.; it is not entered as part of the basic pay rate because it is not considered basic pay for all purposes. Other allowances, differentials, etc., may also be shown separately in remarks. e. If employment is without pay, enter five zeroes ("00000").

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Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
27	**Position Title and Number**	a. Leave blank for: (1) change actions which place employee in a nonpay status, (2) separations, and (3) details to unclassified positions; to state or local government, or educational institution under the Intergovernmental Personnel Act (IPA); and to international organizations. b. Complete on all other actions.	Enter position title and number shown on the position description. When action grants or continues grade retention entitlement under 5 U.S.C. 5362, enter title and number of position employee actually occupies, not of the position whose grade employee is retaining for pay and benefits purposes.
28	**Name and Location of Employing Office**	a. Leave blank for: (1) Change actions which place employee in a nonpay status, and (2) Separations which are not immediately followed by appointment in another agency or in a public international organization. b. Complete for all other actions.	a. Enter name and location shown on position description. The employing office is the major organizational division of the agency, such as bureau, which controls employment for the activity involved, and the station or organizational division which is responsible for the employment of the individual. Additional subdivisions may be shown, if desired. b. Location is the city and State where the employing office is located. For detail actions to international organizations, and to State or local government, or educational institution under the Intergovernmental Personnel Act (IPA), show name and location of organization to which employee is being detailed. c. In separation actions for movement to a different agency, the agency code for the gaining agency must be entered. d. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00".

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
29	Pay Plan and Occupational Code	a. Leave blank for: (1) 890/Merit Pay Cash Award, (2) ◆ Details to unclassified positions; ◆ details to State or local government, or educational institutions under the Intergovernmental Personnel Act (IPA); or to international organizations. (3) Separation actions and actions which place an employee in a nonpay status. b. Complete for all other actions.	a. Enter the pay plan and occupational code shown on the position description. b. When employee is entitled to grade retention, show pay plan and occupational code for position employee occupies, *not* the position upon which his/her grade retention entitlement is based. If zeroes are used to complete the code, they must *precede* the prescribed occupational code. ◆ c. When employee is detailed to a position that has been classified, enter pay plan and occupational code of the position to which detailed. ◆
30	Grade or Level (Pay Grade/Level)	a. Leave Blank for 890/Merit Pay Cash Award and for separations and change actions which place an employee in a nonpay status. b. Complete on all other actions.	Enter grade shown on position description. a. Enter "00" if employee is in the Senior Executive Service (SES). b. If the employee is in the Competitive or Excepted service, enter grade or level of the position, for example, "12", "9" (or "09"). If the position has no grade or level enter *two zeros* ("00"). c. For positions under the pay plan for Federal Apprentices and Shop Trainees (WT), follow your agency instructions. (Agencies may either enter "00" in this block or develop codes indicating the level of the employee's training program and enter one of these codes in block 30.) d. For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, *not* the grade he/she is retaining for pay and benefits purposes. ◆ e. For detail to a position that is unclassified, enter "00"; for detail to a position which is classified and at a higher grade or at a lower grade than the one to which the employee is assigned, enter the grade of the position to which the employee is being detailed. ◆

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
31	Step or Rate	a. Leave blank for 890/Merit Pay Cash Award and for separations and change actions which place an employee in a nonpay status. b. Complete on all other actions.	Enter code for step or rate at which employee will be paid. a. When action places or continues employee's placement in an SES position, enter the appropriate SES pay rate (01, 02, 03, 04, 05 or 06). b. For Presidential appointees who continue the SES salary, enter SES pay rate (for pay plan “ES”) at which the employee will be paid (01, 02, 03, 04, 05, or 06), even though the pay plan in block 29 is not “ES”. c. Enter “00” for: (1) details to unclassified positions; to State, or local government, or educational institutions under the Intergovernmental Personnel Act (IPA); or to an international organization; also enter “00” when action begins or extends a detail to a position at a higher grade, at a lower grade or in a different pay plan. (2) employees who are under the Merit Pay System; and (3) employees (in pay plans *other than* WT) who are entitled to begin or continue a period of grade retention under 5 U.S.C. 5362 or who are entitled to pay retention and have a salary in excess of the maximum rate for their grade. (If the pay plan is WT, the pay step or rate must be entered; “00” may *not* be used.) d. When grade retention is terminated, enter the appropriate step or rate of the grade of the position which the employee occupies. e. When grade retention is not involved and the employee is in the Competitive or Excepted Service (but not a Presidential appointee as shown in b. above), enter the appropriate numerical step or rate within the grade or level, for example “1” (or “01”), or “3” (or “03”). If the position has only one basic pay rate, enter *two* zeroes (“00”).

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
32	Salary	Complete on all actions, except separations and change actions which place an employee in a nonpay status.	a. For 890/Merit Pay Cash Award, enter amount of award. ◆ b. When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system of the position to which he/she is being assigned. For example, if employee who is entitled to retain the grade and salary of a GS position is being assigned to a prevailing rate position, show retained salary in per hour terms. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a GS position, show retained salary on a per annum basis. ◆ c. For all other actions, follow completion instructions for block 25 ◆ to enter salary at which employee is to be paid: ◆ ◆ (1) When scheduled salary is shown but the amount at which the employee can actually be paid is limited by 5 U.S.C. 5308 or another statutory authority, enter remark P26 in block 37 (Remarks): "Payable salary limited to $ by 5 U.S.C. 5308 (or other statutory authority)." (2) When payable salary (the amount at which employee can actually be paid) is shown but the scheduled salary is higher, enter remark P11 in block 37 (Remarks): "Salary would be $ if not limited by 5 U.S.C. 5308 (or other statutory authority)." ◆

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Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
33	Pay Basis (Pay Basis Code)	a. Leave blank when action is 890/ Merit Pay Cash award. b. Complete on all other actions for which block 32 is completed.	Enter code for basis on which employee is to be paid. pa = per annum pd = per diem ph = per hour pm = per month pw = piece work bw = biweekly wc = without compensation fb = fee basis Pay basis must agree with the way in which the salary is shown in block 32; for example, if annual salary is shown in block 32, then "pa" must be shown in block 33. School year or service year (salaried but less than 12 months) must be shown as "pa".
34	Duty Station	a. For pay change actions, completion is optional; follow your agency's instructions. b. Complete on all other actions.	a. Enter location of employee's official duty station: (1) When employee's official duty station is in the U.S., enter "city-county-State" or "city-State", as appropriate. (2) When duty station is in a foreign country, enter city and country. b. For details, show duty station of the position *to which* detailed.

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Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
35	Position Occupied	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: 1 = Position occupied by the employee is in the Competitive Service. 2 = Position occupied by the employee is in the Excepted Service. 3 = Position occupied by the employee is an SES General position as defined in 5 U.S.C. 3132(a)(9). 4 = Position occupied by the employee is an SES Career Reserved position as defined in 5 U.S.C. 3132(a)(8).
36	Appropriation Code	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block.)	Follow your agency's instructions to complete.
37	Remarks	Complete whenever this **Guide** or your agency's instructions require you to list remarks on the SF 50. Also use when space is needed to show more than two Auth Codes/Authorities for an action.	Enter remarks required for the action by this **Guide** and your agency's instructions. Use your agency's instructions to decide whether to enter only the codes for the required remarks, only the remarks themselves or both the remarks codes and remarks. *Do not* enter derogatory information if the documentation is not authorized by this **Guide.**
38	Approval—Signature and Date	Complete when required by instructions in subchapter explaining how to process the action.	Follow your agency's instructions to obtain approving official's signature and date on SF 52 to certify that action is in compliance with statutory and regulatory requirements. ◆ When the actual pen and ink signature of the approving official does not appear in block 38, then the approving official must sign the SF 50 in pen and ink. With few exceptions (explained in FPM chapter 296), an action may not be effective prior to the date on which it was approved. The approval is indicated by an actual pen and ink signature in either block 38 of Part II of the SF 52 or in block 38C of the SF 50 or SF 50-B (block 42 of the SF 50-A). ◆

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
39	FPMIS Data	Data may be entered on every action if agency wishes. It must be entered when required below.	See FPM Supplement 292-1 for list of ★★ data elements and their codes.
A	Supv or Nonsupv Ind (Supervisory or Nonsupervisory Indicator)	a. Must be completed for SES employees and for employees in Tenure Groups 1 and 2 of the Competitive and Excepted service. For these employees, complete on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to another position or result in a change to the code shown in that block. b. Completion is optional for other actions.	Enter code from position description or ask Position Classification Specialist to enter the code.
B	VEV Ind (Vietnam Era Veteran Indicator)	a. Must be completed on: (1) appointments, and (2) conversions to appointments. b. Completion is optional for other actions.	A Vietnam Era Veteran is one who served during the Vietnam Era, between August 5, 1964 and May 7, 1975. Enter code "N" for Not a Vietnam Era Veteran (to include non-veterans) or "V" for Vietnam Era Veterans.
C	PRD (Pay Rate Determinant)	a. Must be completed whenever block 32 is completed.	Use ◆ Table 3 or ◆ FPM Supplement 292-1 to select code that best describes any special factors used in determining employee's salary.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
D	Barg Unit Status (Bargaining Unit Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to a different position or result in a change to the code shown in that block. b. Completion is optional for other actions.	Enter appropriate code, following instructions below. (Code refers to the status of the position which the employee occupies, i.e., whether the incumbent of the position is eligible to be represented by a bargaining unit. Code *does not* indicate whether the employee is or is not a member of a union.) a. When employee is eligible for and represented by a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Labor Management Relations publication *Union ♦ Recognition ♦ in the Federal Government*. b. When employee is eligible but not in a bargaining unit, enter "7777". c. When employee is ineligible for inclusion in a bargaining unit, enter "8888". d. When employee is on detail, enter code for position *from which* he/she is detailed.
E	Functional Class (Functional Classification of Scientists and Engineers)	Complete whenever block 29 is completed.	Use FPM Supplement 292-1 to select appropriate code.
F	Ed Level (Educational Level)	a. Complete for employees in the SES and in Tenure Groups I and II of the Competitive and Excepted services. For these employees enter on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to the code shown in that block. b. Completion is optional for other actions.	Review employee's most recent application or amendment to that application (SF 171, SF 172 or SF 173) to determine number of years of school employee has completed. Use FPM supplement 292-1 to select appropriate code.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
G	Year Degree Attained	a. Leave blank if block 39F is blank or if code shown in 39F is less than a Bachelor's Degree (code 13). b. Complete when level shows Bachelor's degree or higher (code 13 or above).	Review employee's most recent application or amendment to that application (SF 171, SF 172, or SF 173) to determine year employee attained degree reflected in block 39F. Enter last two digits of year (e.g., "80", or "62").
H	Academic Discipline	a. Leave blank if block 39F is blank or if code shown in 39F is less than a Bachelor's Degree (code 13). b. Complete when level shows Bachelor's degree or higher (code 13 or above).	Review employee's most recent application or amendment to that application (SF 171, SF 172 or SF 173) to identify employee's academic major or concentration. Use FPM Supplement 292-1 to select appropriate four-digit code.
I	Agency Code	Complete on all actions.	Enter the 4-position code which identifies the agency and major subelement of that agency to which the employee is assigned. Codes are listed in FPM Supp. 292-1. When employee is detailed to State, or local government, or educational institution, under the Intergovernmental Personnel Act (IPA), or to an international organization, enter code for position from which detailed.

Figure 3-2. How to Complete Part II—For Preparation of SF 50 (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
J	Location Code	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to the code shown in that block. b. Completion is optional for other actions.	◆ Enter the geographic location code which is appropriate for the employee's official duty station shown in item 34. The standard reference for geographic codes is the General Services Administration publication, **Worldwide Geographic Location Codes,** dated June 1981, as modified by FPM Supplement 292-1. a. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code. b. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeros or any other representations. ◆
K	SON (Submitting Office Number)	Complete on all actions	Enter number of office submitting data on the employee. Numbers are assigned by OPM and are listed in the Monthly Submitting Office Number (SON) Agency listing which is produced by the Office of Workforce Information, Office of Personnel Management.

NOTES:

[1] Explanations and definitions of codes used in these instructions are found in FPM Supplement 292-1. Instructions for submitting data discussed in these instructions are found in FPM Supplement 298-1.

[2] For each block, the data entry name is shown as it appears on the SF 52, followed in parentheses by the full data entry name as it appears in FPM Supplement 292-1.

[3] If an action requires more than two authority codes and authorities, continue in "Remarks" section. Always list authorities in the sequence in which they appear in FPM Supplement 296-33.

Table 3 How to Select Pay Rate Determinant (PRD)

RULE	A	B	C	D	E
	If the employee	*and*	*and*	*and*	*Then PRD code is*
1	Receives a regular scheduled rate				0
2	Is paid a special rate established to recruit well-qualified individuals in selected occupations and locations	does not have retained grade	is appointed at a Superior Qualifications Rate		5
3			is not appointed at a Superior Qualifications Rate		6
4		has retained grade	occupies a different position		E
5			occupies the same position		F
6	Is appointed at a Superior Qualifications Rate	is also entitled to a special rate			5
7		is not entitled to a special rate			7
8	Is paid an advanced rate above the minimum of a grade when the employee has regular responsibility for supervision over prevailing rate employees				8

Table 3 How to Select Pay Rate Determinant (PRD) (Continued)

R U L E	A *If the employee*	B *and*	C *and*	D *and*	E *Then PRD code is*
9	Retains grade for a 2-year period	occupies the same position	is not entitled to a special rate		B
10			is entitled to a special rate		F
11			receives retained pay		U
12		occupies a different position	is not entitled to a special rate		A
13			is entitled to a special rate		E
14			receives retained pay		V
15	Is entitled to retained pay for reasons other than SES service and rules 22 and 23	is entitled to retained pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 except 5536.104(a)(3)	occupies the same position	has retained grade	U
16				does not have retained grade	J
17			occupies a different position	has retained grade	V
18				does not have retained grade	K
19		under 5 CFR 536.104 (a)(3)			3

Table 3 How to Select Pay Rate Determinant (PRD) (Continued)

R U L E	A	B	C	D	E
	If the employee	*and*	*and*	*and*	*Then PRD code is*
20	Retains SES pay	is a career SES employee appointed by the President to a position for which the rate of basic pay payable is equal to or greater than that payable for level V of the Executive Schedule	elects to continue to receive basic pay as if remaining in the SES position from which appointed		S
21		has been removed from the SES and is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed.			R
22	Retains pay for reasons other than those rules above, without time limitation, at a pay rate above the maximum rate for the grade	prior to Jan. 11, 1979, the employee and his or her position had been converted from one pay plan to another	the employee is not entitled to other grade or pay retention		2
23		is paid a saved rate other than under the Federal Wage System or General Schedule.			4

#4 Notification of Personnel Action

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Subchapter 4. Notification of Personnel Action

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Subchapter 4. Notification of Personnel Action

S4–1. Preparation of Notifications of Personnel Action

S4–1.1 *Forms of Notification*

Three forms are authorized for use in documenting personnel actions:

a. SF 50, Notification of Personnel Action, is a 6-part form which is used when the Notification of Personnel Action is prepared manually. (See Figure 4–1.)

b. SF 50–B, Notification of Personnel Action, is a 5-part continuous pinfeed version of the SF 50 which is used when the Notification of Personnel Action is prepared in an automated personnel system. (See Figure 4–2.)

c. SF 50–A, Notice of Short-Term Employment, is a combination employment application, request for personnel action, notification of personnel action and appointment affidavit. (See Figure 4–4.) It may be used to document actions when:

   (1) the employee is in the Competitive or Excepted Service, and

   (2) the appointment is not-to-exceed one year, and

   (3) the employee is *not* eligible to continue benefits, such as FEGLI or grade and pay retention, to which he/she is entitled because of a previous appointment.

S4–1.2 *Instructions*

Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action, use section 4–2 to see if a list form of notice may be prepared in lieu of individual personnel actions.

a. When a list form of notice is used follow instructions in section 4–2 to prepare and distribute it.

b. When an SF 50 or an SF 50–B is used, follow instructions in Figure 4–3 to complete the form.

c. When an SF 50–A is used, follow instructions in Figure 4–5 to complete Part B of the form, "Notice of Personnel Action".

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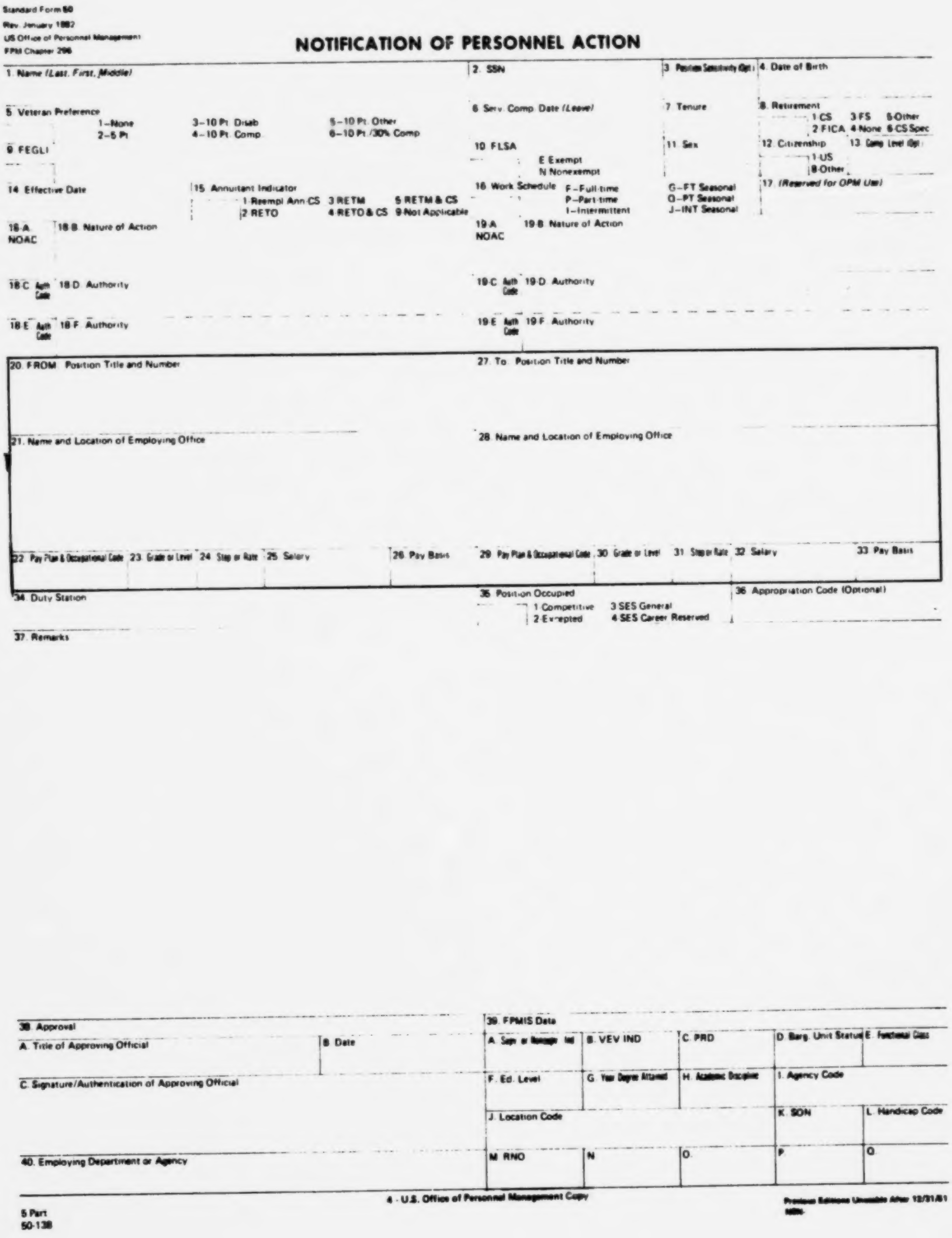
Figure 4–1. Standard Form (SF) 50, Notification of Personnel Action



Standard Form 50
Rev. January 1982
US Office of Personnel Management
FPM Chapter 296

NOTIFICATION OF PERSONNEL ACTION

1. Name *(Last, First, Middle)*
2. SSN
3. Position Sensitivity (Opt)
4. Date of Birth
5. Veteran Preference
1–None
2–5 Pt
3–10 Pt. Disab
4–10 Pt. Comp
5–10 Pt. Other
6–10 Pt./30% Comp
6. Serv. Comp. Date *(Leave)*
7. Tenure
8. Retirement
1 CS
2 FICA
3 FS
4 None
5 Other
6 CS Spec
9. FEGLI
10. FLSA
E Exempt
N Nonexempt
11. Sex
12. Citizenship
1 US
8 Other
13. Comp Level (Opt)
14. Effective Date
15. Annuitant Indicator
1 Reempl Ann CS
2 RETO
3 RETM
4 RETO & CS
5 RETM & CS
9 Not Applicable
16. Work Schedule
F–Full-time
P–Part-time
I–Intermittent
G–FT Seasonal
Q–PT Seasonal
J–INT Seasonal
17. *(Reserved for OPM Use)*
18-A NOAC
18-B Nature of Action
18-C Auth Code
18-D Authority
18-E Auth Code
18-F Authority
19-A NOAC
19-B Nature of Action
19-C Auth Code
19-D Authority
19-E Auth Code
19-F Authority
20. FROM Position Title and Number
21. Name and Location of Employing Office
22. Pay Plan & Occupational Code
23. Grade or Level
24. Step or Rate
25. Salary
26. Pay Basis
27. To Position Title and Number
28. Name and Location of Employing Office
29. Pay Plan & Occupational Code
30. Grade or Level
31. Step or Rate
32. Salary
33. Pay Basis
34. Duty Station
35. Position Occupied
1 Competitive
2 Excepted
3 SES General
4 SES Career Reserved
36. Appropriation Code (Optional)
37. Remarks
38. Approval
A. Title of Approving Official
B. Date
C. Signature/Authentication of Approving Official
39. FPMIS Data
A. Supv or Manager Ind
B. VEV IND
C. PRD
D. Barg. Unit Status
E. Functional Class
F. Ed. Level
G. Year Degree Attained
H. Academic Discipline
I. Agency Code
J. Location Code
K. SON
L. Handicap Code
M. RNO
N
O
P
Q
40. Employing Department or Agency

4 - U.S. Office of Personnel Management Copy

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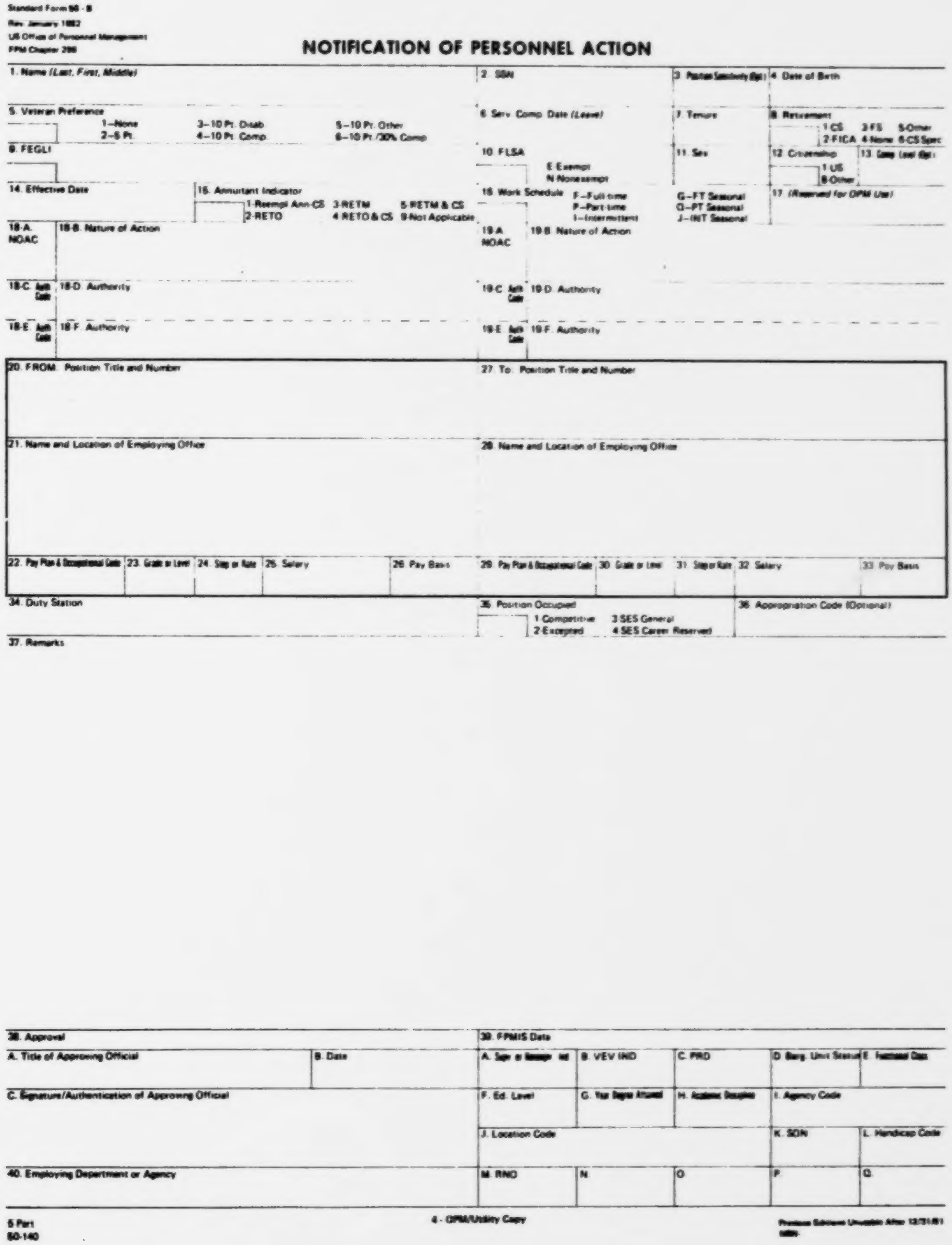
Figure 4–2. Standard Form (SF) 50–B, Notification of Personnel Action



Standard Form 50 - B
Rev. January 1982
US Office of Personnel Management
FPM Chapter 296

NOTIFICATION OF PERSONNEL ACTION

1. Name *(Last, First, Middle)*
2. SSN
3. Position Sensitivity (Opt)
4. Date of Birth
5. Veteran Preference
1–None
2–5 Pt.
3–10 Pt. Disab
4–10 Pt. Comp.
5–10 Pt. Other
6–10 Pt./30% Comp
6. Serv. Comp. Date *(Leave)*
7. Tenure
8. Retirement
1 CS
2 FICA
3 FS
4 None
5 Other
6 CS Spec
9. FEGLI
10. FLSA
E Exempt
N Nonexempt
11. Sex
12. Citizenship
1 US
8 Other
13. Comp. Level (Opt)
14. Effective Date
15. Annuitant Indicator
1-Reempl Ann-CS
2-RETO
3-RETM
4 RETO & CS
5 RETM & CS
9-Not Applicable
16. Work Schedule
F–Full-time
P–Part-time
I–Intermittent
G–FT Seasonal
Q–PT Seasonal
J–INT Seasonal
17. *(Reserved for OPM Use)*
18-A. NOAC
18-B. Nature of Action
18-C. Auth Code
18-D. Authority
18-E. Auth Code
18-F. Authority
19-A NOAC
19-B Nature of Action
19-C Auth Code
19-D Authority
19-E Auth Code
19-F. Authority
20. FROM: Position Title and Number
21. Name and Location of Employing Office
22. Pay Plan & Occupational Code
23. Grade or Level
24. Step or Rate
25. Salary
26. Pay Basis
27. To: Position Title and Number
28. Name and Location of Employing Office
29. Pay Plan & Occupational Code
30. Grade or Level
31. Step or Rate
32. Salary
33. Pay Basis
34. Duty Station
35. Position Occupied
1 Competitive
2 Excepted
3 SES General
4 SES Career Reserved
36. Appropriation Code (Optional)
37. Remarks

38. Approval
A. Title of Approving Official
B. Date
C. Signature/Authentication of Approving Official
39. FPMIS Data
A. Supv. or Manager Ind.
B. VEV IND
C. PRD
D. Barg. Unit Status
E. Functional Class
F. Ed. Level
G. Year Degree Attained
H. Academic Discipline
I. Agency Code
J. Location Code
K. SON
L. Handicap Code
M. RNO
N
O
P
Q
40. Employing Department or Agency

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Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (See Note 1)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
1	Name (Employee Name)	Complete on all actions.	a. Enter name as shown on SF 52 in block 1 of Part II. Enter the name the same way on all Notifications of Personnel Action about the same person. Enter in capital letters, giving the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.", "Mrs.", "Ms." "Miss" ◆ "Dr.", "Prof.", or any other title. ◆ b. In reporting a change of name, show present name under this item; show former name under 18B.
2	SSN (Social Security Number)	Complete on all actions.	a. Enter number shown in block 2 of Part II of SF 52. (1) Social security number is entered for: (a) United States citizens, (b) foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below: American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoan group east of longitude 171 degrees west of Greenwich, together with Swains Island) Canton and Enderbury Islands Commonwealth of Puerto Rico Guam Howland, Baker, and Jarvis Islands Johnston or Cornwallis Island, and Sand Island

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
2	SSN (Continued)	Complete on all actions.	Kingman Reef Midway Islands Navassa Island Palmyra Island Swan Islands Virgin Islands of the United States Wake Island Any small guano islands, rocks, or keys which, in pursuance of action taken under the Act of Congress, August 18, 1856, are considered as pertaining to the United States. Any other islands to which the United States Government reserves claim, such as Christmas Island. (2) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (1) above. If one of these employees has a social security number, it may be entered in place of any employee number established by your agency. b. *When employee does not have a social security number.* If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the Submitting Office Number assigned by OPM, then assign 4 digits sequentially. In assigning the four sequential digits the following controls must be maintained. (1) *Uniqueness*. Pseudo numbers may be used for persons for whom no Social

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action)continued)

Block No.	(See Note 2)	When to Complete	How to Complete
2	SSN (Continued)	Complete on all actions.	Security Number will be recorded, or for persons temporarily having no Social Security Number. In either case, the pseudo number assigned must be unique. It may not be used after the person has left the agency or received a valid SSN. (2) *Correction*. When a pseudo number has been assigned and submitted in a record to OPM, and a valid SSN is obtained to replace it, follow instructions in FPM Supplement 298-1 to submit the valid number as a correction. Do not submit personnel actions affecting the individual, using the valid SSN, until the SSN correction action is submitted (they can be submitted with the correction). (3) *8 or 9 SSN*. During the 1940's some persons were assigned "temporary" SSNs beginning with an 8 or 9. Do not submit these as "valid" numbers; have the employee obtain a new, valid number from the Social Security Administration. Use a pseudo number until the new valid number is obtained. c. *Multiple Appointments*. If the employee holds two or more appointments in the same agency at the same time, use the valid SSN for one appointment and a different pseudo number for each of the other appointments. d. *Corrections*. For instructions on how to correct a Social Security Number, see subchapter 32.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
3	Position Sensitivity	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block.)	Follow your agency's instructions.
4	Date of Birth	Complete on all actions.	Enter date of birth from block 4 of Part II of SF 52. Enter month, day, and year in six numerals, e.g., "09-15-34".
5	Veteran Preference (Veterans Preference Category)	a. Must be completed for: (1) appointments, (2) conversions to appointments, and (3) separations. b. For other actions, completion is optional; follow your agency's instructions.	Enter code from block 5 of Part II of SF 52: 1 = None 2 = 5 Point 3 = 10 Point Disability 4 = 10 Point Compensable 5 = 10 Point Other 6 = 10 Point/30% Compensable
6	Serv Comp Date (leave) (Service Computation Date (leave))	a. Must be completed on: (1) appointments, (2) conversions to appointment, (3) separations, and (4) any actions which result in a change in SCD-Leave. b. For other actions, completion is optional; follow your agency's instructions.	Enter SCD shown in block 6 of Part II of SF 52. (See subchapter 6 for instructions on computing SCD). Enter date in six numerals, in month-date-year order, e.g., "05-18-61".
7	Tenure (Tenure Code)	a. Completion is optional on pay change actions; follow your agency's instructions. b. Complete on all other actions.	Enter tenure group shown in block 6 of Part II of SF 52. Do not show subgroup. If employee is not in one of the tenure groups defined below (i.e., 1-3), enter a zero ("0"). Also enter zero "0" if employee is in the SES. Tenure Group 1 *Competitive Service*—Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. *Excepted Service*—Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
7	Tenure (Continued)		Tenure Group 2 *Competitive Service*—Tenure group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation. *Excepted Service*—Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system. Tenure Group 3 *Competitive Service*—Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other nonstatus nontemporary appointments. *Excepted Service*—Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than 1 year; also, employees who, though currently under appointments limited to 1 year or less, complete 1 year of current continuous employment.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
8	Retirement	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter code ◆ and definition ◆ from block 8 of Part II of SF 52: ◆ 1 – CS 2 – FICA 3 – FS 4 – None 5 – Other 6 – CS–Spec C – FICA & CS (1.3%) E – FICA & CS–Spec (1.3%) G – FICA & FS (1.3%) J – FICA & Other Ret (1.3%) R – FICA & CS T – FICA & CS–Spec W – FICA & FS X – FICA & Other Ret ◆ Code "6", ◆ code "E", or code "T", as appropriate, ◆ must be used for all firefighters and law enforcement personnel who are covered under 5 U.S.C. 8331 (20) and (21).
9	FEGLI	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter code and definition from block 9 of Part II of SF 52 (e.g., "C Basic Life only"). Codes and definitions are listed in FPM supplement 292-1.
10	FLSA (FLSA Exemption Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that move employee to another position or result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter code from block 10 of Part II of SF 52: E = Employee is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. N = Employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
11	Sex (Sex of employee)	a. Must be completed on: (1) appointments, (2) conversions to appointments, and (3) separations. b. Completion is optional for other actions; follow your agency's instructions.	Enter code from block 11 of Part II of SF 52: F = Female M = Male
12	Citizenship (Citizenship Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, and (3) separations. b. Completion is optional for other actions; follow your agency's instructions.	Enter code from block 12 of Part II of SF 52: 1 = U.S. Citizen (to include U.S. National) 8 = Other
13	Competitive Level	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block.) Follow your agency's instructions.	

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Figure 4-3. Instructions for Filing in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
14	Effective Date	Complete on all actions.	Enter date shown in block 14 of Part II of SF 52: Enter in six numerals, in month-day-year order, e.g., "10-07-82". (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See FPM chapter 296 for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the appointing officer approved the action.)
15	Annuitant Indicator	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change in the code shown in that block. b. Completion is optional for other actions. Follow your agency's instructions.	Enter code from block 15 of Part II of SF 52: 1 = Employee whose annuity under the Civil Service Retirement System continues after appointment. 2 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.) 3 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. 4 = Employee is *both* a retired uniformed service commissioned or warrant officer and a reemployed annuitant. 5 = Employee is *both* a retired uniformed service enlisted member and a reemployed annuitant. 9 = Not applicable—none of the above codes apply.

Figure 4-3. Instructions for Filing in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
16	Work Schedule (Work Schedule Code)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, (4) pay change actions, including actions which place an employee into and out of pay status; and, ◆ (5) Chg in Work Schedule actions. ◆ b. Completion on other actions is optional; follow your agency's instructions.	Enter code from block 16 of Part II of SF 52: F = Full-time P = Part-time I = Intermittent G = Full-time Seasonal Q = Part-time Seasonal J = Intermittent Seasonal (Seasonal, as used here, includes persons employed under on-call programs.)
17	(Reserved for OPM Use)	Leave blank on all actions.	This block is reserved for future use by OPM and must be left blank on all actions.
18A	NOAC	Complete on all actions.	Enter code shown in block 18A of Part II of SF 52 or required by the subchapter which explains how to process the action. When action is a correction or cancellation, enter NOAC 002 or 001, as appropriate, in this block.
18B	Nature of Action	Complete on all actions.	Enter the Nature of Action for the NOAC shown in block 18A.
18C	Auth Code (Authority Code)	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter code shown in block 18C of SF 52, Part II. Enter primary authority code—the first one listed for that action in the subchapter which explains how to process the action. (Authority codes must always be listed in the order in which they are listed in the subchapter which covers that action.)

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
18D	Authority	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter authority shown in block 18D of SF 52, Part II. Enter primary authority—the first one listed for that action in the FPM Supplement 296–33 Chapter which explains how to process the action. (Authorities must always be listed in the order in which they are listed in the subchapter which covers that action.)
18E	Auth Code (Authority Code)		If more than one code is required, enter second authority code in this block. (See Note 3.)
18F	Authority		If more than one authority is required, enter second authority in this block. Enter Authority shown in block 18F of SF 52, Part II. (See Note 3.)
19A	NOAC	Complete when a second action, with the same effective date, is processed on the same SF 50.	When more than one action is effective on the same date, enter the NOAC's and the Natures of Action in the order prescribed in the chapters which explain how to process the actions. If no order is given, enter the NOAC's in the order in which the actions would logically occur. For example, if an employee is returning to duty from LWOP and being promoted on the same day, enter the NOAC & Nature of Action for the RTD before the NOAC & Nature of Action for the Promotion. NOTE: When SF 50 is processed to correct or cancel an earlier action, enter NOAC/NOA for action being corrected or cancelled. When two actions were processed on the same SF 50 and both are being corrected or cancelled, process a separate SF 50 to cancel or correct each one.
19B	Nature of Action		

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
19C	Auth Code (Authority Code)	a. Leave blank when NOAC/NOA is: (1) 350/Death, or (2) 355/Termination-Exp of Appt b. Leave blank when NOAC/NOA shown in blocks 18A and 18B is 001/Cancellation c. Complete for all other actions when blocks 19A and 19B have been completed.	Enter code shown in block 19C of SF 52, Part II. Enter primary authority code for the NOAC/Nature of Action shown in blocks 19A and 19B.
19D	Authority		Enter authority shown in block 19D of SF 52, Part II. Enter primary authority for NOAC/Nature of Action shown in blocks 19A and 19B.
19E	Auth Code (Authority Code)	To be completed only when more than one action is processed on the same SF 50 (i.e., when blocks 19A & 19B are completed). Do not complete if 350/Death or 355/Termination-Exp of Appt appear in blocks 19A & 19B.	If a second authority code is required for the NOAC/Nature of Action shown in items 19A and 19B, enter it here. (See Note 3.)
19F	Authority		If a second authority is required for the NOAC/Nature of Action shown in items 19A and 19B, enter it here. Enter authority shown in block 19F of SF 52, Part II. (See Note 3.)
20	Position Title and Number	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions which move employee to another position. c. For actions which extend or terminate a detail to an unclassified position; to a State, or local government, or educational institution, under the Intergovernmental Personnel Act (IPA); or to an international organization, position title and number may be omitted. d. For any actions not described above, completion is optional; follow your agency's instructions.	Enter position title and number as shown in block 20 of Part II of SF 52 or on the position description.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
21	Name and Location of Employing Office	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions which move employee to a different office. c. For other actions, completion is optional; follow your agency's instructions.	a. Enter the employing office and location shown in block 21 of Part II of SF 52: The employing office is the major organizational division of the agency, such as bureau, which controls employment for the activity involved, and the station or organizational division which is responsible for the employment of the individual (additional subdivisions may be shown, if desired). Location is the city and State where the employing office is located. b. In appointment actions that move an employee from another agency, the agency code for the losing agency must be entered. When action is a reemployment under P.L. 85-795, enter "PI00".
22	Pay Plan and Occupational Code	a. Leave blank for 890/Merit Pay Cash Award. b. Leave blank for actions which extend or terminate a detail to an unclassified position; to a state or local government, or educational institution, under the Intergovernmental Personnel Act (IPA); or to an international organization. c. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status. (3) any other actions which move employee to a different pay plan and/or occupational code. d. For other actions, completion is optional, follow your agency's instructions.	Enter the pay plan and occupational code shown on the SF 52 in block 22 of Part II, or on the position description. (If zeroes are used to complete the code, they must *precede* the prescribed occupational code.)

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
23	Grade or Level	a. Leave blank for 890/Merit Pay Cash Award. b. Leave blank for actions which extend or terminate a detail to an unclassified position; to a State or local government, or educational institution, under the Intergovernmental Personnel Act (IPA); or to an international organization. c. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions which move employee to a different grade or level. d. For other actions completion is optional; follow your agency's instructions.	Enter grade or level shown in block 23 of Part II of SF 52 or on the position description. a. Enter "00" if employee is in the Senior Executive Service (SES). b. For positions under the pay plan for Federal Apprentices and Shop Trainees (WT), follow your agency instructions. (Agencies may either enter "00" in this block or develop codes indicating the level of the employee's training program and enter one of these codes in block 23.) c. If the employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example, "12", "9" (or "09"). If the position has no grade or level enter *two zeroes*. d. For employees who are ◆ already ◆ entitled to grade retention under 5 USC 5362, show grade of the position they actually occupy, *not* the grade they are retaining for pay and benefit purposes.
24	Step or Rate	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions which move employee to a different step or rate. c. For other actions, completion is optional; follow your agency's instructions.	Enter step or rate shown on SF 52 in block 24 of Part II. a. When the employee is in the SES, enter the appropriate SES pay rate (01, 02, 03, 04, 05, or 06). b. For Presidential appointees who continue ◆ the SES salary, ◆ enter the SES pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in Item 22 is not "ES". c. Enter "00" for: (1) Actions which extend or terminate details to unclassified positions; to State or local government, or

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
24	Step or Rate (Continued)		educational institution, under the Intergovernmental Personnel Act (IPA); or to an international organization. (2) Employees who are under the Merit Pay System. Also enter "00" when action extends or terminates a detail to a position at a higher grade or at a lower grade. (3) Employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade. d. When grade or pay retention are not involved and the employee is in the Competitive or Excepted Services, enter the appropriate numerical step or rate within the grade or level, for example, "1" (or "01") or "3" (or "03"). (If the pay plan is WT, the pay step or rate must be entered; "00" may *not* be used.) If the position has only one basic pay rate enter *two zeroes* ("00").
25	Salary	a. Leave blank for 890/Merit Pay Cash Award. b. Must be completed for: (1) separations, (2) change actions that place an employee in a nonpay status, and (3) any other actions that move employee to a different salary. c. Completion is optional for other actions; follow your agency's instructions.	Enter salary at which employee is currently being paid. ◆ The salary must be compatible with the pay plan, e.g., if the pay plan is one for which pay is set on an annual basis, then the per annum rate of pay must be entered. If plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered. ◆ a. When employee is already entitled to grade retention, show salary in terms of the pay system of the position he/she now occupies. For example, when an employee who is retaining a GS grade and salary occupies a prevailing rate position, his/her salary should be shown on a per hour basis. When

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Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
28	Name and Location of Employing Office	a. Leave blank for: (1) change actions which place employee in a nonpay status, and (2) separations which are not immediately followed by appointment in another agency or in a public international organization. b. Complete for all other actions.	Enter data shown on SF 52 in block 28 of Part II. a. For detail actions to international organizations and to state, or local government, or educational institutions under the Intergovernmental Personnel Act (IPA), show the location of organization to which employee is being detailed. b. In separation actions for movement to a different agency, agency code for the gaining agency must be entered (for agency code see FPM supplement 292–1). c. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00". c. For other actions, follow completion instructions for block 21, paragraph a.
29	Pay Plan and Occupational Code	a. Leave blank for: (1) 890/Merit Pay Cash Award. (2) details to unclassified positions; to State, or local government, or educational institutions, under the Intergovernmental Personnel Act (IPA); or to international organizations; and (3) separations and change actions which place an employee in a nonpay status. b. Complete for all other actions.	a. Enter pay plan and occupational code shown in block 29 of SF 52. b. When employee is entitled to grade retention show pay plan and occupational code for position employee occupies, *not* the position upon which his/her grade retention entitlement is based. c. If zeroes are used to complete the code, they must *precede* the prescribed occupational code.

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
30	Grade or Level (Pay Grade/Level)	a. Leave blank for 890/Merit Pay Cash Award and for separations and change actions which place an employee in a nonpay status. b. Complete on all other actions.	Enter code shown in block 30 of SF 52, Part II. a. Enter "00" if employee is in the Senior Executive Service (SES). b. For positions under the pay plan for Federal Apprentices and Shop Trainees (WT), follow your agency instructions. (Agencies may either enter "00" in this block or develop codes indicating the level of the employee's training program and enter one of these codes in block 30.) c. If the employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example, "12", "9" (or "09"). If the position has no grade or level enter *two zeroes*. d. For employee who are entitled to grade retention under 5 USC 5362, show grade of the position they actually occupy, *not* the grade they are retaining for pay and benefit purposes.
31	Step or Rate	a. Leave blank for 890/Merit Pay Cash Award and for separations and change actions which place an employee in a nonpay status. b. Complete on all other actions.	Enter code for step or rate at which employee will be paid. a. When action places or continues employee's placement in an SES position, enter the appropriate SES pay rate (01, 02, 03, 04, 05 or 06). b. For Presidential appointees who continue ▶ the SES salary, ◀ enter SES pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block ▶ 29 ◀ is not "ES".

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
31	Step or Rate (Continued)		c. Enter "00" for: (1) Details to unclassified positions, to State or local government, or educational institutions, under the Intergovernmental Personnel Act (IPA); or to an international organization; also enter "00" when action begins or extends a detail to a position at a higher grade, at a lower grade, or in a different pay plan. (2) employees who are under the Merit Pay System; and (3) employees (in pay plans *other than* WT) who are entitled to begin or continue a period of grade retention under 5 U.S.C. 5362 or who are entitled to pay retention and have a salary in excess of the maximum rate for their grade. (If the pay plan is WT, the pay step or rate must be entered; "00" may *not* be used.) d. When grade retention is terminated, enter the appropriate step or rate of the grade of the position which the employee occupies. e. When grade retention is not involved and the employee is in the Competitive or Excepted Services (but not a Presidential appointee as shown above) enter the appropriate numerical step or rate within the grade or level, for example "1" (or "01"), or "3" (or "03"). If the position has only one basic pay rate, enter *two* zeroes ("00").
32	Salary	Complete on all actions, except separations and change actions which place an employee in a nonpay status.	a. For 890/Merit Pay Cash Award, enter amount of award. ◆ b. When the employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system of the position to which he/she is being assigned.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
32	Salary (Continued)		For example, if employee who is entitled to retain the grade and salary of a GS position is being assigned to a prevailing rate position, show retained salary in per hour terms. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a GS position, show retained salary on a per annum basis. ◆ c. For all other actions, follow completion instructions for block 25 ◆ to enter salary at which employee is to be paid; ◆ ◆ (1) When scheduled salary is shown but the amount at which the employee can actually be paid is limited by 5 U.S.C. 5308 or another statutory authority, enter remark P26 in block 37 (Remarks): "Payable salary limited to $ by 5 U.S.C. 5308 (or other statutory authority)." (2) When payable salary (the amount at which employee can actually be paid) is shown but the scheduled salary is higher, enter remark P11 in block 37 (Remarks): "Salary would be $ if not limited by 5 U.S.C. 5308 (or other statutory authority)." ◆
33	Pay Basis (Pay Basis Code)	a. Leave blank when action is 890/Merit Pay Cash award. b. Complete on all other actions for which block 32 is completed.	Enter pay basis shown in block 33 of SF 52, Part II. (See listing of pay basis codes in instructions for block 26.) Pay basis must agree with the way in which salary is shown in block 32; for example, if annual salary is shown in block 32, then "pa" must be entered in block 33.

Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
34	Duty Station	a. For pay change actions, completion is optional; follow your agency's instructions. b. Complete on all other actions.	a. Enter location of employee's official duty station: (1) When employee's official duty is in the US, enter "city-county-State" or "city-State," as appropriate. (2) When duty station is in a foreign country, enter "city-country." b. For details, show duty station of the position *to which* detailed.
35	Position Occupied	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any action which results in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter code from block 35 of SF 52, Part II. 1 = Position occupied by the employee is in the Competitive Service. 2 = Position occupied by the employee is in the Excepted Service. 3 = Position occupied by the employee is an SES General position as defined in 5 U.S.C. 3132(a)(9). 4 = Position occupied by the employee is an SES Career Reserved position as defined in 5 U.S.C. 3132(a)(8).
36	Appropriation Code	Complete when your agency's instructions require you to do so. (OPM does not require completion of this block).	Follow your agency's instructions to complete.

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Figure 4–3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
37	Remarks	Complete whenever this **Guide** or your agency's instructions require you to list remarks on the SF 50. Also use when space is needed to show more than two Auth Codes/Authorities for an action.	Enter remarks shown in block 37 of SF 52, Part II. Enter remarks required for the action by this **Guide** and your agency's instructions. *Do not* enter derogatory information if the documentation is not authorized by this **Guide.** ◆ Remarks should be limited in length to fit the space provided in block 37. When employee's reason for resignation or agency's finding are so lengthy that they will not fit in block 37, they should be summarized on the SF 50. (The entire reason or finding that is on or attached to the SF 52 will remain a matter of record because the resignation SF 52 is a permanent OPF document.) ◆
38A	Approval Title of Approving Official	Complete on all actions.	Enter title of approving official. This will be the person to whom appointing authority has been delegated.
B	Date	Complete on all actions.	Show date SF 50 is signed or authenticated.
C	Signature/ Authentication of Approving Official	Complete on all actions.	◆ To be authenticated, an action must bear the name of the approving official in block 38C; the name may be signed, stamped, typed, computer-printed, or spelled out in punched holes. With few exceptions (explained in FPM chapter 296), an action may not have an effective date earlier than the date on which it was approved. To be approved, there must be an actual pen and ink signature on either the SF 52 (in block 38 of Part II) or on the SF 50 (in block 38C). Therefore, if the SF 52 bears an actual pen and ink approval signature in block 38 of Part II, the SF 50 may be authenticated by any of the means listed above. If the SF 52 does not bear an actual pen and ink approval signature, then the SF 50 *must* actually be signed in pen and ink by the approving official. ◆

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
39	FPMIS Data	Data may be entered on every action if agency wishes. It must be entered when required below.	See FPM Supplement 292-1 for list of ★★ data elements and their codes.
A	Supv or Nonsupv Ind (Supervisory or Nonsupervisory Indicator)	a. Must be completed for SES employees and employees in Tenure Group I and II of the Competitive and Excepted services. For these employees, complete on (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to a different position or result in a change to the code shown in that block. b. Completion is optional for other actions.	Enter appropriate code from block 39A of Part II of SF 52 or from position description.
B	VEV Ind (Vietnam Era Veteran Indicator)	a. Must be completed on: (1) appointments, and (2) conversions to appointments. b. Completion is optional for other actions; follow your agency's instructions.	A Vietnam era veteran is one who served during the Vietnam Era, between August 5, 1964 and May 7, 1975. Enter code "N" for Not a Vietnam Era Veteran (to include non-veterans) or "V" for Vietnam Era Veteran.
C	PRD (Pay Rate Determinant)	Must be completed whenever block 32 is completed.	Enter appropriate code from block 39C of Part II of SF 52. ◆ (Table 3 in subchapter 3 or FPM Supp. 292-1, can be used to select the appropriate code.) ◆
D	Barg Unit Status (Bargaining Unit Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to a different position or result in a change to the code shown in that block.	Enter appropriate code, following instructions below. (Code refers to the status of the position that the employee occupies, i.e., whether the incumbent of the position is eligible to be represented by a bargaining unit. Code *does not* indicate whether the employee is or is not a member of a union.)

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
D	Barg Unit Status (Continued)	b. Completion is optional for other actions.	a. When employee is eligible for and represented by a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Labor Management Relations publication *Union* ♦ *Recognition* ♦ *in the Federal Government*. b. When employee is eligible but not in a bargaining unit, enter "7777". c. When employee is ineligible for inclusion in a bargaining unit, enter "8888". d. When employee is on detail, enter code for position from which he/she is detailed.
E	Functional Class (Functional Classification of Scientists and Engineers)	Complete whenever block 29 is completed.	Enter appropriate code from block 39E of Part II of SF 52 or from FPM Supplement 292-1.
F	Ed Level (Educational Level)	a. Must be completed for employees in the SES and employees in Tenure Groups I and II of the Competitive and Excepted services. For these employees complete on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to the code shown in that block. b. Completion is optional for other actions.	Review employee's most recent application or amendment to that application (SF 171, SF 172 or SF 173) to determine number of years of school employee has completed. Use FPM Supplement 292-1 to select appropriate code.
G	Year Degree Attained	a. Leave blank if block 39F is blank or if code shown in 39F is less than a Bachelor's Degree (code 13). b. Complete when level shows Bachelor's degree or higher (code 13 or above).	Review employee's most recent application or amendment to that application (SF 171, SF 172, or SF 173) to determine year employee attained degree reflected in block 39F. Enter last two digits of year (e.g., "80", or "62").

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
H	Academic Discipline	a. Leave blank if block 39F is blank or if code shown in 39F is less than a Bachelor's Degree (code 13). b. Complete when level shows Bachelor's degree or higher (code 13 or above).	Review employee's most recent application or amendment to that application (SF 171, SF 172, or SF 173) to identify employee's academic major or concentration. Use FPM Supplement 292-1 to select appropriate four-digit code.
I	Agency Code	Complete on all actions.	Enter code from block 39I of Part II of SF 52 or from FPM Supplement 292-1. When employee is detailed to State, or local government, or educational institution, under the Intergovernmental Personnel Act (IPA), or to an international organization, enter code for position from which detailed.
J	Location Code	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to the code shown in that block. b. Completion is optional for other actions. Follow your agency's instructions.	◆ Enter the geographic location code which is appropriate for the employee's official duty station shown in item 34. The standard reference for geographic location codes is the General Services Administration publication, **Worldwide Geographic Location Codes,** dated June 1981, as modified by FPM Supplement 292-1. a. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code. b. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeros or any other representations. ◆
K	SON (Submitting Office Number)	Complete on all actions.	Insert number of office submitting data on the employee. Numbers are assigned by OPM and are listed in the Monthly Submitting Office Number (SON) Agency listing which is produced by the Office of Workforce Information, Office of Personnel Management.

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
L	Handicap (Reportable Handicap)	a. Complete on accessions of employees who are covered by the OPM data system. b. Complete on any other action processed to correct or change the handicap code. when the copy of the SF 50 is used to report data to OPM. (See Note 4.)	Enter on OPM copy of SF 50 only when the copy of the SF 50 is used to report data to OPM. (See Note 4.) Enter code employee has listed on SF 256, Self-Identification of Reportable Handicap. If another personnel action occurs simultaneously, enter the employee's new Handicap code in item 39L of the OPM copy of the SF 50 for that action. When this is done, no remark entry will be made relating to the change in handicap status.
M	RNO (Race and National Origin Identification)	Complete on all accession actions. when the copy of the SF 50 is used to report data to OPM. (See Note 4.)	Follow your agency's instructions to have employee complete SF 181, Race and National Origin Identification, and enter code employee has selected. (For employees in Hawaii, use OPM Form 1468, Race and National Origin Identification, instead of SF 181.) Enter appropriate code on OPM copy of SF 50 only when the copy of the SF 50 is used to report data to OPM. (See Note 4.) See FPM Supplement 292-1 for definition/explanation of codes.
N-Q	Blank	For agency use. Complete when required by your agency's instructions.	Follow your agency's instructions to complete.
40	Employing Department or Agency	Complete on all actions.	Self-explanatory.

NOTES:

[1] Explanations and definitions of codes used in these instructions are found in FPM Supplement 292-1. Instructions for submitting data discussed in these instructions are found in FPM Supplement 298-1.

[2] For each block the data entry name is shown as it appears on the SF 50 and SF 50-B, followed in parentheses by the full data entry name as it appears in FPM Supplement 292-1.

[3] If an action requires more than two authority codes and authorities, continue in "Remarks" section. Always list authorities in the sequence in which they appear in FPM Supplement 296-33.

[4] When your agency makes an automated (tapes, punched cards, etc.) submission of data to OPM neither the Handicap nor the RNO codes may appear on any copies of the SF 50 or on any other document that is placed in the employee's Official Personnel Folder. Follow your agency's instructions to obtain the RNO and Handicap codes and to enter them in your agency's data system.

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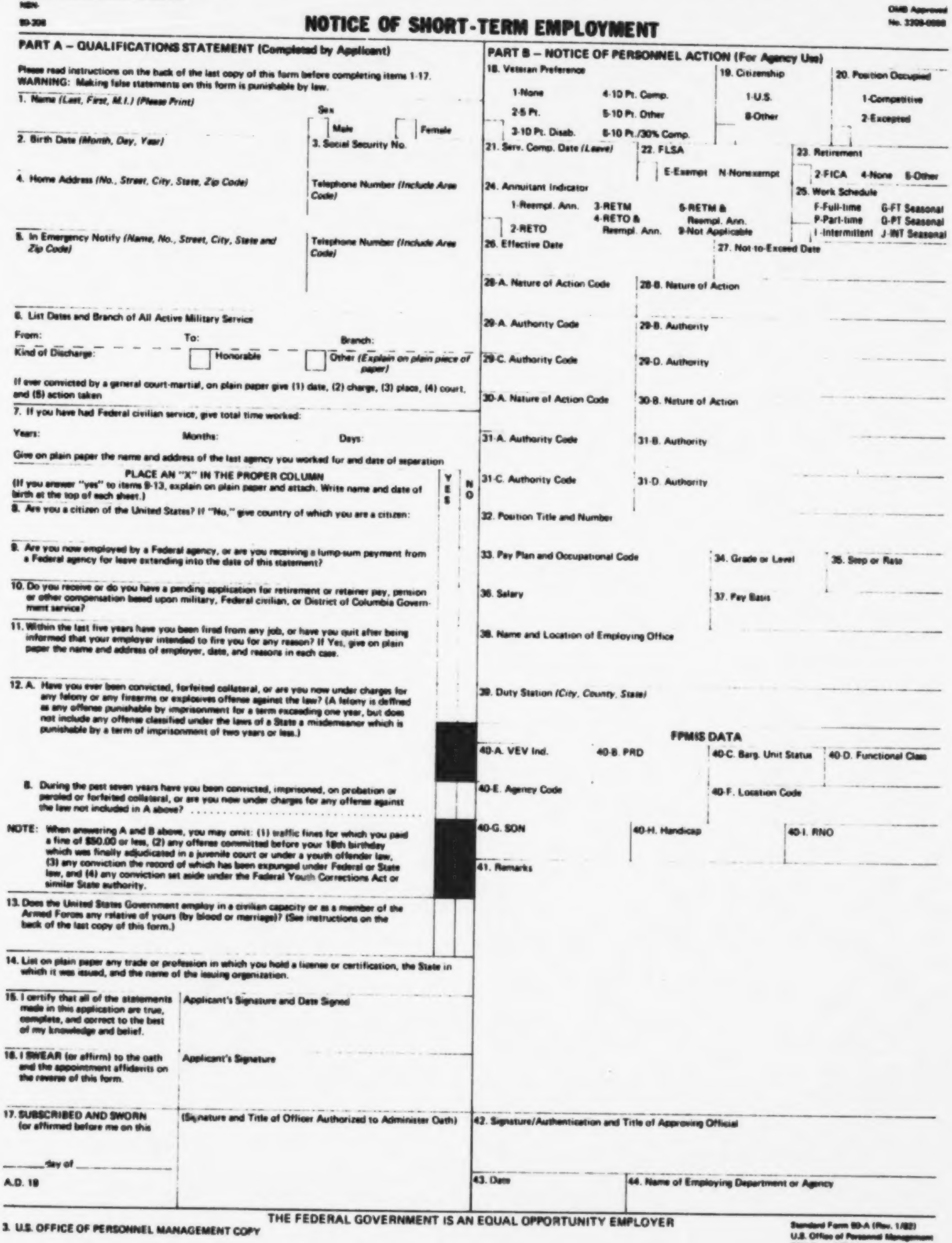
Figure 4–4. Standard Form (SF) 50–A, Notice of Short-Term Employment



Previous Editions Unusable After 12/31/81
NSN-
50-306

OMB Approved
No. 3206-0088

NOTICE OF SHORT-TERM EMPLOYMENT

PART A – QUALIFICATIONS STATEMENT (Completed by Applicant)

Please read instructions on the back of the last copy of this form before completing items 1-17.
WARNING: Making false statements on this form is punishable by law.

1. Name *(Last, First, M.I.) (Please Print)*

Sex ☐ Male ☐ Female

2. Birth Date *(Month, Day, Year)*

3. Social Security No.

4. Home Address *(No., Street, City, State, Zip Code)*

Telephone Number *(Include Area Code)*

5. In Emergency Notify *(Name, No., Street, City, State and Zip Code)*

Telephone Number *(Include Area Code)*

6. List Dates and Branch of All Active Military Service

From: To: Branch:

Kind of Discharge: ☐ Honorable ☐ Other *(Explain on plain piece of paper)*

If ever convicted by a general court-martial, on plain paper give (1) date, (2) charge, (3) place, (4) court, and (5) action taken

7. If you have had Federal civilian service, give total time worked:

Years: Months: Days:

Give on plain paper the name and address of the last agency you worked for and date of separation

PLACE AN "X" IN THE PROPER COLUMN
(If you answer "yes" to items 9-13, explain on plain paper and attach. Write name and date of birth at the top of each sheet.)

YES NO

8. Are you a citizen of the United States? If "No," give country of which you are a citizen:

9. Are you now employed by a Federal agency, or are you receiving a lump-sum payment from a Federal agency for leave extending into the date of this statement?

10. Do you receive or do you have a pending application for retirement or retainer pay, pension or other compensation based upon military, Federal civilian, or District of Columbia Government service?

11. Within the last five years have you been fired from any job, or have you quit after being informed that your employer intended to fire you for any reason? If Yes, give on plain paper the name and address of employer, date, and reasons in each case.

12. A. Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or any firearms or explosives offense against the law? (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified under the laws of a State a misdemeanor which is punishable by a term of imprisonment of two years or less.)

B. During the past seven years have you been convicted, imprisoned, on probation or paroled or forfeited collateral, or are you now under charges for any offense against the law not included in A above?

NOTE: When answering A and B above, you may omit: (1) traffic fines for which you paid a fine of $50.00 or less, (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under Federal or State law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority.

13. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See instructions on the back of the last copy of this form.)

14. List on plain paper any trade or profession in which you hold a license or certification, the State in which it was issued, and the name of the issuing organization.

15. I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief. — Applicant's Signature and Date Signed

16. I SWEAR (or affirm) to the oath and the appointment affidavits on the reverse of this form. — Applicant's Signature

17. SUBSCRIBED AND SWORN (or affirmed before me on this

______day of ____________

A.D. 19

(Signature and Title of Officer Authorized to Administer Oath)

PART B – NOTICE OF PERSONNEL ACTION (For Agency Use)

18. Veteran Preference
1-None 4-10 Pt. Comp.
2-5 Pt. 5-10 Pt. Other
3-10 Pt. Disab. 6-10 Pt./30% Comp.

19. Citizenship
1-U.S.
8-Other

20. Position Occupied
1-Competitive
2-Excepted

21. Serv. Comp. Date *(Leave)*

22. FLSA
E-Exempt N-Nonexempt

23. Retirement
2-FICA 4-None 5-Other

24. Annuitant Indicator
1-Reempl. Ann. 3-RETM 5-RETM & Reempl. Ann.
2-RETO 4-RETO & Reempl. Ann. 9-Not Applicable

25. Work Schedule
F-Full-time G-FT Seasonal
P-Part-time Q-PT Seasonal
I-Intermittent J-INT Seasonal

26. Effective Date

27. Not-to-Exceed Date

28-A. Nature of Action Code

28-B. Nature of Action

29-A. Authority Code

29-B. Authority

29-C. Authority Code

29-D. Authority

30-A. Nature of Action Code

30-B. Nature of Action

31-A. Authority Code

31-B. Authority

31-C. Authority Code

31-D. Authority

32. Position Title and Number

33. Pay Plan and Occupational Code

34. Grade or Level

35. Step or Rate

36. Salary

37. Pay Basis

38. Name and Location of Employing Office

39. Duty Station *(City, County, State)*

FPMIS DATA

40-A. VEV Ind.

40-B. PRD

40-C. Barg. Unit Status

40-D. Functional Class

40-E. Agency Code

40-F. Location Code

40-G. SON

40-H. Handicap

40-I. RNO

41. Remarks

42. Signature/Authentication and Title of Approving Official

43. Date

44. Name of Employing Department or Agency

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

3. U.S. OFFICE OF PERSONNEL MANAGEMENT COPY

Standard Form 50-A (Rev. 1/82)
U.S. Office of Personnel Management
FPM Supp. 296-33

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Figure 4–5. Instructions for Filling in Part B of SF 50–A, Notice of Short-Term Employment (See Note 1)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
18	Veteran Preference (Veterans Preference Category)	a. Must be completed for: (1) appointments, (2) conversions to appointments, and (3) separations. b. For other actions, completion is optional; follow your agency's instructions.	Enter appropriate code: 1 = None 2 = 5 Point 3 = 10 Point Disability 4 = 10 Point Compensable 5 = 10 Point Other 6 = 10 Point/30% Compensable
19	Citizenship (Citizenship Status)	a. Must be completed for (1) appointments, (2) conversions to appointments, and (3) separations. b. For other actions, completion is optional; follow your agency's instructions.	Enter appropriate code: 1 = U.S. Citizen (to include U.S. National) 8 = Other
20	Position Occupied	a. Must be completed on: (1) appointments, (2) conversions to appointments, and (3) separations. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: 1 = Position occupied by employee is in the Competitive Service 2 = Position occupied by employee is in the Excepted Service.
21	Serv Comp Date (leave) (Service Computation Date (leave))	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change in the SCD for leave. b. Completions on other actions is optional. Follow your agency's instructions.	Enter date in six numerals, e.g., "05–18–61". (See subchapter 6 for instructions on computing SCD.)
22	FLSA (FLSA Exemption Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to another position or result in a change to the code shown in that block. b. Completion is optional for other actions. Follow your agency's instructions.	Enter appropriate code: E = Employee is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. N = Employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
23	Retirement	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change to the code shown in that block. b. Completion is optional for other actions. Follow your agency's instructions.	Enter appropriate code: 2 = FICA (Social Security) 4 = None 5 = Other
24	Annuitant Indicator	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which result in a change in the code shown in that block. b. Completion is optional for other actions. Follow your agency's instructions.	Enter appropriate code: 1 = Employee whose annuity under the Civil Service Retirement System continues after appointment. 2 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.) 3 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. 4 = Employee is *both* a retired uniformed service commissioned or warrant officer and a reemployed annuitant. 5 = Employee is *both* a retired uniformed service enlisted member and a reemployed annuitant. 9 = Not applicable—none of the above codes apply.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
25	Work Schedule (Work Schedule Code)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, (4) pay change actions, including actions which move an employee into and out of pay status; and, ◆ (5) Chg in Work Schedule actions. ◆ b. Completion on other actions is optional; follow your agency's instructions.	Enter appropriate code: F = Full-time P = Part-time I = Intermittent G = Full-time seasonal Q = Part-time seasonal J = Intermittent seasonal
26	Effective Date	Complete on all actions.	Enter date in six numerals, in month-day-year order, e.g., 07-18-82. (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See FPM chapter 296 for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the appointing officer approved the action.)
27	Not to Exceed Date	Complete on all actions that are time-limited.	Enter date in six numerals, in month-day-year order, e.g., "12-12-82".
28A	Nature of Action Code (NOAC)	Complete on all actions.	Enter code required by the subchapter which explains how to process the action.
28B	Nature of Action		Enter Nature of Action for Nature of Action Code (NOAC) shown in block 28A.
29A	Auth Code (Authority Code)	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for that action in the subchapter which explains how to process the action. (Authority codes must always be listed in the order in which they appear are listed in the subchapter which covers that action.)

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	(See Note 2)	When to Complete	How to Complete
29B	Authority	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority—the first one listed for that action in the subchapter which explains how to process the action. (Authorities must always be listed in the order in which they are listed in the subchapter which covers that action.)
29C	Auth Code (Authority Code)		If more than one code is required, enter second one in this block. (See Note 3.)
29D	Authority		If more than one authority is required, enter second authority in this block. (See Note 3.)
30A	Nature of Action Code	Complete when a second action with the same effective date is processed on the same SF 50.	Enter code required by the subchapter which explains how to process the action.
30B	Nature of Action	Complete when block 30A is completed.	Enter Nature of Action for Nature of Action Code (NOAC) shown in block 30A.
31A	Auth Code (Authority Code)	Complete for all actions except 350/Death, 355/Termination-Exp of Appt, and 001/Cancellation.	Enter primary authority code—the first one listed for that action in the subchapter which explains how to process the action. (Authority codes must always be listed in the order in which they are listed in the subchapter which covers that action.)
31B	Authority		Enter primary authority—the first one listed for that action in the subchapter which explains how to process the action. (Authorities must always be listed in the order in which they are listed in the subchapter which covers that action.)
31C	Auth Code (Authority Code)		If more than one code is required, enter second one in this block. (See Note 3.)
31D	Authority		If more than one authority is required, enter second authority in this block. (See Note 3.)
32	Position Title and Number	Must be completed for all actions.	Enter position title and number shown on position description.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
33	Pay plan and Occupational Code	Must be completed for all actions.	a. Enter pay plan and occupational code shown on position description. b. If zeroes are used to complete the code, they must *precede* the occupational code.
34	Grade or level (Pay Grade/Level)	Complete on all actions.	Enter grade or level shown on position description.
35	Step or Rate	Complete on all actions.	Enter the numerical step or rate within the grade at which the employee will be paid. If position has only one basic pay rate, enter *two* zeroes, "00".
36	Salary	Complete on all actions.	a. Enter salary for pay plan, grade and step shown in blocks 33–35. ◆ For an employee under the Merit Pay System whose scheduled salary is higher than the rate at which he/she is actually paid (his/her payable salary), enter the scheduled salary. For employees who are *not* under the Merit Pay System, an agency may show *either* the scheduled *or* the payable salary. Enter employee's salary in the manner selected by your agency. (1) When scheduled salary is shown but the amount at which the employee can actually be paid is limited by 5 U.S.C. 5308 or another statutory authority, enter remark P26 in block 41 (Remarks): "Payable salary limited to $ by 5 U.S.C. 5308 (or other statutory authority)." (2) When payable salary (the amount at which employee can actually be paid) is shown but the scheduled salary is higher, enter remark P11 in block 41 (Remarks): "Salary would be $ if not limited by 5 U.S.C. 5308 (or other statutory authority)." ◆

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
36	Salary (Continued)		b. Enter separately, in block 41, the premium pay for standby duty paid to an employee on an annual basis under section 5545(c)(1) of title 5, U.S.C.; it is not entered as part of the basic pay rate because it is not considered basic pay for all purposes. Other allowances, differentials, etc., may also be shown separately below the basic pay. c. If employment is without pay, enter five zeroes ("00000").
37	Pay Basis (Pay Basis Code)	Complete on all actions.	Enter appropriate code: pa = per annum pd = per diem ph = per hour pm = per month pw = piece work bw = biweekly wc = without compensation fb = fee basis School year or service year (salaried but less than 12 months) must be shown as "pa".
38	Name and location of Employing Office	Complete for all actions.	Enter name and location of employing office—the major organizational division of the agency, such as bureau, which controls employment for the activity involved, and the station organizational division which is responsible for the employment of the individual. Location is the city and State where the employing office is located.
39	Duty Station	Complete for all actions.	Enter location of employee's official duty station: a. When employee's official duty station is in the U.S., enter "city-county-State" or "city-State," as appropriate. b. When duty station is in a foreign country, enter "city-country."
40	FPMIS Data	Data may be entered on every action if agency wishes. It must be entered when required below.	See FPM Supplement 292-1 for list of data elements and their codes.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
A	VEV Ind (Vietnam Era Veteran Indicator)	a. Must be completed on: (1) appointments, and (2) conversions to appointments. b. Completion is optional for other actions; follow your agency's instructions.	A Vietnam era veteran is one who served during the Vietnam Era, between August 5, 1964 and May 7, 1975. Enter code "N" for Not a Vietnam Era Veteran (to include non-veterans) or "V" for Vietnam Era Veteran.
B	PRD (Pay Rate Determinant)	Complete on all actions.	Use Table 3 in subchapter 3 or FPM Supplement 292-1 to select the code that best describes any special factors used in determining employee's salary.
C	Barg Unit Status (Bargaining Unit Status)	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions which move employee to a different position or result in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code, following instructions below. (Code refers to the status of the position that the employee occupies, i.e., whether the incumbent of the position is eligible to be represented by a bargaining unit. Code *does not* indicate whether the employee is or is not a member of a union.) a. When employee is eligible for and represented by a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Labor Management Relations publication *Union ◆ Recognition ◆ in the Federal Government.* b. When employee is eligible but not in a bargaining unit, enter "7777". c. When employee is ineligible for inclusion in a bargaining unit enter "8888". d. When employee is on detail, enter code for position from which detailed.
D	Functional Class (Function Classification of Scientists or Engineers)	Complete on all actions for which block 33 is completed.	Use FPM Supplement 292-1 to select appropriate code.
E	Agency Code	Complete on all actions.	Use FPM Supplement 292-1 to select appropriate code.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
F	Location Code	a. Must be completed on: (1) appointments, (2) conversions to appointments, (3) separations, and (4) any action which results in a change in the code shown in that block. b. Completion is optional for other actions; follow your agency's instructions.	◆ Enter the geographic location code which is appropriate for the employee's official duty station shown in item 34. The standard reference for geographic location codes is the General Services Administration publication, **Worldwide Geographic Location Codes,** dated June 1981, as modified by FPM Supplement 292–1. a. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code. b. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeros or any other representations. ◆
G	SON (Submitting Office Number)	Complete on all actions.	Enter number of office submitting data on the employee. Numbers are assigned by OPM and are listed in the Monthly Submitting Office Number (SON) Agency listing, produced by the Office of Workforce Information, Office of Personnel Management.
H	Handicap (Reportable Handicap)	a. Complete on accessions of employees who are covered by the OPM data system. b. Complete on any other action processed to correct or change the handicap code when the copy of the SF 50–A is used to report data to OPM. (See Note 4.)	Enter on OPM copy of SF 50-A only when the copy of the SF 50–A is used to report data to OPM. (See Note 4.) Enter code employee has listed on SF 256, Self-Identification of Reportable Handicap. If another personnel action occurs simultaneously, enter the employee's new handicap code in item 40H of the OPM copy of the SF50-A for that action. When this is done, no remark entry will be made relating to the change in the handicap status.

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
I	RNO (Race and National Origin Identification)	Complete on all accession actions.	Follow your agency's instructions to have employee complete SF 181, Race and National Origin Identification, and enter code employee has selected. (For employees in Hawaii, use OPM Form 1468, Race and National Origin Identification, instead of SF 181.) Enter appropriate code on OPM copy of SF 50-A only when the copy of the SF 50-A is used to report data on OPM. (See Note 4.) See FPM Supplement 292–1 for definition/explanation of codes.
41	Remarks	Complete whenever this **Guide** or your agency's instructions require you to list remarks on the SF 50. Also use when space is needed to show more than two Auth Codes/Authorities for an action.	Enter remarks required for the action by this **Guide** and your agency's instructions. *Do not* enter derogatory information if the documentation is not authorized by this **Guide.** Remarks should be limited in length to fit the space provided in block 41. When employee's reason for resignation or agency's finding are so lengthy that they will not fit in block 41, they should be summarized on the SF 50A. (The entire reason or finding that is on or attached to the SF 52 will remain a matter of record because the resignation SF 52 is a permanent OPF document.)

Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment (Continued)

Block No.	*(See Note 2)*	*When to Complete*	*How to Complete*
42	Signature/ Authentication of Approving Official	Complete on all actions.	To be authenticated, an action must bear the name of the approving official in block 42; the name may be signed, stamped, typed, computer-printed, or spelled out in punched holes. With few exceptions (explained in FPM Chapter 296), an action may not have an effective date earlier than the date on which it was approved. To be approved, there must be an actual pen and ink signature on either the SF 52 (in block 38 of Part II) or on the SF 50-A in block 42). Therefore, if the SF 52 bears an actual pen and ink approval signature in block 38 of Part II, the SF 50 may be authenticated by any of the means listed above. If the SF 52 does not bear an actual pen and ink approval signature, then the SF 50-A *must* actually be signed in pen and ink by the approving official.
43	Date	Complete on all actions.	Show date SF 50-A is signed or authenticated.
44	Name of Employing Department or Agency	Complete on all actions.	Self-explanatory.

NOTES:

[1] Explanations and definitions of codes used in these instructions are found in FPM Supplement 292–1. Instructions for submitting data discussed in these instructions are found in FPM Supplement 298–1.

[2] For each block the data entry name is shown as it appears on the SF 50–A, followed in parentheses by the full data entry name as it appears in FPM Supplement 292–1.

[3] If an action requires more than two authority codes and authorities, continue in "Remarks" section. Always list authorities in the sequence in which they appear in FPM Supplement 296–33.

[4] When your agency makes an automated (tapes, punched cards, etc.) submission of data to OPM, neither the Handicap nor RNO Codes may appear on any copies of the SF 50–A or on any other document that is placed in the employee's Official Personnel Folder. Follow your agency's instructions to obtain the RNO and Handicap Codes and to enter them in your agency's system.

S4-2. How to Prepare and Issue List Forms in Lieu of SFs 50

S4-2.1 *Purpose*

When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual *Notifications of Personnel Action*.

S4-2.2 *Use of List Form*

a. The listing may be used only when:
    (1) the personnel action for a group of employees occurs on the same effective date; AND
    (2) no change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; AND
    (3) the same authority is used for the action taken on each employee.
b. The personnel actions for which a listing may be used are:
    (1) Accessions
        132 Mass Transfer
    (2) Separations
        352 Termination—Appt in (agency)—*only* when separation is due to mass transfer.
    (3) Changes. The following actions may be documented by listings *only when the conditions in paragraph 2a are present.*
        280 Placement in Pay Status—*only for seasonal or DoD on-call employees* when the work season *begins*.
        430 Placement in Nonpay Status—*only for seasonal or DoD on-call employees* when the work season *ends*.
        ◆ 471 Furlough
        472 Furlough NTE (date) ◆
        760 Ext of Appt NTE
        761 Ext of Summer Appt NTE
        765 Ext of Term Appt NTE
        766 Ext of O/S Ltd Appt NTE
        790 Realignment
        792 Chg in Duty Station
        ◆ 800 Chg in Data Element ◆
        883 Chg in Vet Pref

S4-2.3 *Format*

Prepare listings on paper which is the same size as that used for the SF 50 (or your agency's OPM-approved exception). Use figure 4-6 to determine the information to be placed on the list and the format in which it must be recorded. See figures 4-7 through 4-10 for examples.

S4-2.4 *Privacy Act*

It is imperative that copies of forms which are distributed to employees and filed in OPF's do not contain personal information on **other** *employees;* that is, the copy given to an employee and the copy in his/her OPF may not contain personal information on other employees. *The distribution of lists with personal information is a violation of the Privacy Act.* The most common personal information which may not be distributed is date of birth and social security number. However, any data which is not listed as public information in FPM Chapter 294, *Availability of Official Information*, is prohibited from being shown on employee and OPF copies.

S4-2.5 *Deletion of Personal Information*

The deletion of personal information from the employee's and OPF's copies of the listing may be done by the computer-generating a list without such data. It may also be done by temporarily blocking out personal information from your complete list before duplicating it for employees and OPFs.

You may, of course, delete personal information about all but one employee and give that employee a copy of this blocked-out list and file a copy in his/her OPF. If this procedure is used, it must be followed for *each* employee on the list.

The agency must, however, maintain a *complete* listing in its chronological file, and must also provide a *complete* listing to the agency payroll office and to the OPM. (An OPM copy is not necessary if the agency makes an automated submission to the OPM.)

S4-2.6 *Notification to the Employee*

The employee may be notified as follows:

a. After deleting personal information, distribute to each employee and file in the employee's OPF, a copy of the page of the listing on which his/her name appears.
b. Prepare a separate notification (either manually or computer-generated) for each employee and his/her OPF. The notification must contain the same data as is required for the listing.

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Figure 4-6. Content of Listings Used in Lieu of SF 50

The information below must be shown *on each page of a listing* which is used in lieu of individual personnel actions. An agency may show additional information on the listing if necessary to meet the requirements of its data system, but *none* of the information discussed below may be omitted.

Heading	State in the top center of each page: Personnel Action Listing (Approved SF 50 Exception)
Action	Following the heading, list in this order: Nature of Action and Code: Effective Date: Authority and Code: (Refer to the proper subchapter in this **Guide** to select the correct NOAC/NOA and Authority Code/Authority.)
Changed Data	After identifying the personnel action, enter the appropriate "from" and "to" data. See the sample actions in figures 4–7 to 4–10.
Remarks	Enter for all NOACs except 352, 430, and 280: *Type of appointment, position, grade, and salary remain unchanged.* Refer to the proper subchapter of this **Guide** for the personnel action being documented. Also enter any other appropriate remarks.
Name	List the name of each employee affected. Give the name as it appears on the last SF 50. For control purposes, vacant positions may be listed as "Vacancy" under the name column, preferably following name listings. Vacant positions will not be affected by every type of action.
Social Security Number	List the social security numbers of the employees concerned *on three copies only*—OPM's copy, the chronological copy, and the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in his/her OPF must not show the social security numbers of any other employees.
Date of Birth	List the dates of birth of the employees concerned *on three copies only*—the OPM's copy, the chronological copy, and the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in his/her OPF must not show the dates of birth of any other employees.
Agency	Identify your agency and any subelement, if applicable. If the personnel action involves a change between two agencies, identify both. If the subelement code changes, enter both codes. Enter at the bottom of each page of the listing.
Employing Office and SON	Identify the employing office and submitting office number. If the personnel action involves a change between employing offices, identify both. Enter at the bottom of each page of the listing.

Figure 4–6. Content of Listings Used in Lieu of SF 50 (Continued)

Signature (or other authentication) and Title	Authenticate each page of the list and show the title of the approving official. The name of that official may be typed, stamped, or perforated. Enter at the bottom of the page.
Date	Enter the date the listing is approved or authenticated by the approving official. Enter at the bottom of the page.

Figure 4–7. SAMPLE FORMAT

Personnel Action Listing
(Approved SF 50 Exception)

Nature of Action Code and Action: 352 Termination—Appt in Equal Employment Opportunity Commission
Effective Date: 12-30-78
Authority Code and Authority: PDM Reg. 351.301

FROM: Discrimination Complaints and Enforcement Sections
Office of Federal Equal Employment Opportunity
U.S. Civil Service Commission
Washington, D.C.

TO: Equal Employment Opportunity Commission
Washington, D.C.

NAME	Social Security Number	Birth Date
Willis, Henry A.	228-57-3941	06-14-43
Harvey, John F.	517-34-6112	01-28-37
Newton, Paul R.	254-12-7131	11-13-45

(Do not show social security numbers and birth dates on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.)

FROM:

ORG DESIG: CS–ED
SON: 1000

Jack R. Robinson, Director
Personnel and Labor Relations

TO:

AGENCY CODE: EE–XO
SON: 3201

DATE: 12-30-78

NOTE: This format is intended as a sample. Other similar formats may be used as long as they contain the information shown above.

Figure 4–8. SAMPLE FORMAT

Personnel Action Listing
(Approved SF 50 Exception)

Nature of Action Code and Action: 132 Mass Transfer
Effective Date: 12-31-78
Authority Code and Authority: ZLM President's Reorganization Plan. No. 1

FROM: Office of Personnel Management
Washington, D.C.

TO: Government Operations Division
Equal Employment Opportunity Commission
Washington, D.C.
Location Code: 11-0010-001

Type of appointment, position, grade, and salary remain unchanged.

NAME	Social Security Number	Birth Date
Willis, Henry A.	228-57-3941	06-14-43
Harvey, John F.	517-34-6112	01-28-37
Newton, Paul R.	254-12-7131	11-13-45

(Do not show social security numbers and birth dates on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.)

FROM:

AGENCY CODE: CS–ED
SON: 1000

Robert N. Myers
Personnel Officer

TO:

AGENCY CODE: EE–XO
SON: 3201

DATE: 12-31-78

NOTE: This format is intended as a sample. Other similar formats may be used as long as they contain the information shown above.

Figure 4–9.

SAMPLE FORMAT

Personnel Action Listing
(Approved SF 50 Exception)

Nature of Action Code and Action: 790 Realignment
Effective Date: 07-09-78
Authority Code and Authority: ZLM Chairman's Memorandum dated 06-07-78

FROM: Bureau of Consumer Protection
Civil Aeronautics Board
Washington, D.C.

TO: Consumer Action Division
Civil Aeronautics Board
Washington, D.C.
Location Code: 11–0010–001

Type of appointment, position, grade, and salary remain unchanged.

NAME	Social Security Number	Birth Date
Jones, Harvey L.*	528-15-8112	01-15-31
Sands, Peter O.	228-03-1590	04-28-40
Norris, Jane M.	261-28-5173	10-17-43

(Do not show social security numbers and birth dates on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.)

* Continues 703 Promotion NTE 09-30-78.

AGENCY CODE: CA–OO
SON: 1873

Janice R. Johnson
Director of Personnel

DATE: 07-07-78

NOTE: This format is intended as a sample. Other similar formats may be used as long as they contain the information shown above.

Figure 4–10. SAMPLE FORMAT

Personnel Action Listing
(Approved SF 50 Exception)

Nature of Action Code and Action: 792 Chg in Duty Station
Effective Date: 09-05-76
Authority Code and Authority: ZLM UDL CHG DTD 30 June 76

FROM: Headquarters, U.S. Air Force
Office of Civilian Personnel Operations
Data Analysis Office
Washington, D.C.

TO: Randolph Air Force Base, Texas
Location Code: 48-5635-029

Type of appointment, position, grade and salary remain unchanged.

NAME	Social Security Number	Birth Date
Jackson, Paul P.	528-13-4110	07-15-41
Nelson, John T.	221-96-7540	11-18-39
Brown, Mary A.	234-12-1105	05-06-47
Vacancy	(position DA-117)	

(Do not show social security numbers and birth dates on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.)

AGENCY CODE: DF–OW
SON: 2323

Albert N. Gordon, Chief
HQ, USAF Civilian Personnel Office

DATE: 09-05-76

NOTE: This format is intended as a sample. Other similar formats may be used as long as they contain the information shown above.

#5 Forms

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Subchapter 5. Forms

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Subchapter 5. Forms

S5-1. Coverage

a. This subchapter covers the forms used in processing appointment, conversion and position change actions:
—what forms are needed;
—when they are needed;
—how they are used with the SF 52 and SF 50;
—how to assemble and use preappointment and appointment packages.

b. Subchapter 30 covers the forms used in processing retirements, and Subchapter 31 covers those used in processing resignations, terminations, deaths, and removals.

c. Before documenting a personnel action on an SF 50, it is often necessary to obtain other forms from the employee or to prepare them yourself. Listed in figure 5-1 are the forms most frequently used in processing personnel actions, with references to the FPM chapters and supplements which explain how they are used. (Instructions are also found on most of the forms themselves.)

Figure 5–1. Forms Most Frequently Used In Processing Personnel Actions

Form No.	Title	Is Used For Appointment/Conversion (See Note 1)		Change	Separation	Instructions on Its Use Are Found In:
OPM 329–A	Authority For Release of Information	X	X	X		Subch. 5 of this **Guide**
OPM 813	Verification of a Military Retiree's Service in Non-Wartime Campaigns or Expeditions	X	X			Subch. 6 of this **Guide**
OPM 1462	Certification of Agency Reassignment Efforts for Disability Retirement Applicant				X	Subch. 30 of this **Guide** and FPM Supp. 831–1
◆OPM 1482	Agency Certification of Status of Reemployed Annuitants	X				Subch. 8 and FPM Supp. 870–1
OPM 1510	Certification of Agency Offer of Position and Required Documentation			X		Subch. 30 and FPM Supp. 831–1 ◆
OPM 2473	Establishment of Date of Birth in Connection with Civil Service Record	X				Subch. 5 of this **Guide**
IN 372	Report of Preappointment National Agency Checks for Sensitive Position	X	X	X		FPM ch. 736 and subch. 5 of this **Guide**
OF 49	Inquiry for United States Government Use Only	X	X			Subch. 5 of this **Guide**
OF 299	Request by Employee for Action on Allotment of Pay	X	X	X		Subch. 5 of this **Guide**
SF 7&7–A	Service Record Card and Service Record Card Continuation Sheet	X	X	X	X	FPM Supp. 293–31
SF 7–B	Employee Record	X	X	X	X	FPM Supp. 293–31
SF 7–D	Position Identification Strip	X	X	X	X	FPM Supp. 293–31
SF 8	Notice to Federal Employees About Unemployment Insurance (See Note 2)			X	X	FPM ch. 850 and subch. 9–15, 21, 30, and 31 of this **Guide**
SF 15	Claim for 10-Point Veteran Preference	X	X	X		FPM ch. 211 and subch. 7 of this **Guide**

Figure 5–1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	Title	Is Used For Appointment/Conversion (See Note 1)		Change	Separation	Instructions on Its Use Are Found In:
SF 46	U.S. Government Motor Vehicle Identification Card	X	X			FPM ch. 930
SF 47	Physical Fitness Inquiry for Motor Vehicle Operators	X	X			FPM ch. 930, app. A
SF 50 SF 50–B	Notification of Personnel Action	X	X	X	X	FPM ch. 296, and subch. 4 of this **Guide**
SF 50–A	Notice of Short Term Employment	X	X	X	X	FPM ch. 296, and subch. 4 of this **Guide**
SF 52	Request for Personnel Action	X	X	X	X	FPM ch. 296, and subch. 3 of this **Guide**
SF 61	Appointment Affidavits	X				Subch. 5 of this **Guide**
SF 61–B	Declaration of Appointee	X	X			Subch. 5 of this **Guide**
SF 66	Official Personnel Folder	X	X	X	X	FPM ch. 293, FPM Supp. 293–31, and subch. 5 of this **Guide**
SF 66–A	Official Personnel Folder Tab Insert	X	X	X	X	FPM ch. 293, FPM Supp. 293–31, and subch. 5 of this **Guide**
SF 75	Request for Preliminary Employment Data	X	X	X		Subch. 5 of this **Guide**
SF 78	Certificate of Medical Examination	X	X	X		FPM ch. 339, FPM Supp. 339–31, and subch. 5 of this **Guide**
SF 85	Data for Nonsensitive or Noncritical-Sensitive Position	X	X	X		Subch. 5 of this **Guide**
SF 85–A	National Agency Check Data for Nonsensitive or Noncritical-Sensitive Position	X	X	X		Subch. 5 of this **Guide**

Figure 5–1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	Title	Is Used For Appointment/Conversion (See Note 1)		Change	Separation	Instructions on Its Use Are Found In:
SF 86	Security Investigation Data for Sensitive Position	X	X	X		Subch. 5 of this **Guide**
SF 87	Fingerprint Chart	X	X	X		Subch. 5 of this **Guide**
SF 105	Certificate of Membership in the Civil Service Retirement System	X	X			FPM Supp. 831–1 and subch. 5 of this **Guide**
SF 127	Request for Official Personnel Folder	X	X	X		FPM chapter 293 and FPM Supp. 293–31
SF 144	Statement of Prior Federal Civilian and Military Service	X	X	X		Subch. 5 and 6 of this **Guide**
SF 171	Personal Qualifications Statement	X	X	X		Subch. 5 of this **Guide**
SF 171A	Continuation Sheet for Standard Form 171	X	X	X		Subch. 5 of this **Guide**
SF 172	Amendment to Personnel Qualifications Statement	X	X	X		Subch. 5 of this **Guide**
SF 173	Job Qualifications Statement	X	X	X		Subch. 5 of this **Guide**
SF 177	Statement of Physical Ability for Light Duty Work	X	X	X		FPM chapter 339, FPM Supp. 339–31, and subch. 5 of this **Guide**
SF 180	Request Pertaining to Military Records	X	X			Subch. 7 of this **Guide**
SF 181	Race and National Origin Identification	X				Subch. 5 of this **Guide**
SF 200E	Application for Social Security Number	X				Subch. 5 of this **Guide**
SF 256	Self-Identification of ◆ Reportable Handicap ◆	X				Subch. 5 of this **Guide**

Figure 5-1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	*Title*	*Is Used For Appointment/Conversion (See Note 1)*		*Change*	*Separation*	*Instructions on Its Use Are Found In:*
SF 293	Notice to Separated Employee Concerning Disposition of Official Personnel Folder				X	Subch. 30 and 31 of this **Guide**
SF 1150	Record of Leave Data	X		X	X	FPM Supp. 990-2 Book 630, subch. 5 of this **Guide**, and FPM Supp. 293-31.
SF 1152	Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee	X	X	X	X	Subch. 5 of this **Guide**
SF 1153	Claim for Unpaid Compensation of Deceased Civilian Employee				X	Subch. 31 of this **Guide**
SF 1187	Request & Authorization for Payroll Deductions for Labor Organization Dues	X	X	X		Subch. 5 of this **Guide**
SF 1189	Request by Employee for Payment of Salary or Wages by Credit to Account at a Financial Organization	X	X	X		Subch. 5 of this **Guide**
SF 1192	United States Savings Bond Authorization for Purchase and Request for Change	X	X	X		Subch. 5 of this **Guide**
SF 1198	Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization	X	X	X		Subch. 5 of this **Guide**
SF 2800	Application for Death Benefits				X	FPM Supp. 831-1 and subch. 31 of this **Guide**

Figure 5–1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	Title	*Is Used For*				*Instructions on Its Use Are Found In:*
		Appointment/Conversion (See Note 1)		*Change*	*Separation*	
SF 2801	Application for Immediate Retirement				X	FPM Supp. 831–1 and subch. 30 of this **Guide**
SF 2801-1	Certified Summary of Federal Service				X	
SF 2801-2	Spouse's Notification of Survivor Election				X	
SF 2801 Schedule D	Agency Checklist of Immediate Retirement Procedures				X	
SF 2801A	Superior Officers Statement in Connection with Disability Retirement				X	
SF 2801B	Physician's Statement for Employee Disability Retirement Purposes				X	
SF 2801C	Transmittal of Medical and Related Documents for Employee Disability Retirement Purposes				X	
SF 2801D	Request for Medical Records in Connection with Disability Retirement				X	FPM Supp. 831–1 and subch. 30 of this **Guide**
SF 2802	Application for Refund of Retirement Deductions				X	FPM Supp. 831–1 and subch. 31 of this **Guide**
SF 2806	Individual Retirement Record				X	FPM Supp. 831–1 and subch. 30 and 31 of this **Guide**
SF 2808	Designation of Beneficiary	X	X	X	X	FPM Supp. 831–1 and subch. 5 of this **Guide**
SF 2809	Health Benefits Registration Form	X	X	X	X	FPM Supp. 890–1 and subch. 5 and 30 of this **Guide**

Figure 5–1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	*Title*	*Is Used For Appointment/Conversion (See Note 1)*		*Change*	*Separation*	*Instructions on Its Use Are Found In:*
SF 2809A	The Federal Employees Health Benefits Program	X	X	X		FPM Supp. 890–1 and subch. 5 of this **Guide**
SF 2810	Notice of Change in Enrollment Status	X	X	X	X	FPM Supp. 890–1 and subch. 5, 30 and 31 of this **Guide**
SF 2817	Life Insurance Election	X	X	X	X	FPM Supp. 870–1 and subch. 5, 30, and 31 of this **Guide**
SF 2817A	◆ A Description and Certification of Enrollment in the FEGLI Program ◆	X	X			FPM Supp. 870–1 and subch. 5 of this **Guide**
SF 2818	Election of Post-Retirement Basic Life Insurance Coverage				X	FPM Supp. 870–1 and subch. 30 of this **Guide**
SF 2819	Notice of Conversion Privilege				X	FPM Supp. 870–1 and subch. 15, 30, and 31 of this **Guide**
SF 2820	Certification of Insured Employee's Retired Status				X	FPM Supp. 870–1 and subch. 30 of this **Guide**
SF 2821	Agency Certification of Insurance Status			X	X	FPM Supp. 870–1 and subch. 15, 30, and 31 of this **Guide**
SF 2822	Request for Insurance	X	X	X		FPM Supp. 870–1 and subch. 5 of this **Guide**
SF 2823	Designation of Beneficiary	X	X	X	X	FPM Supp. 870–1 and subch. 5 of this **Guide**

Figure 5-1. Forms Most Frequently Used In Processing Personnel Actions (continued)

Form No.	*Title*	*Is Used For Appointment/Conversion (See Note 1)*		*Change*	*Separation*	*Instructions on Its Use Are Found In:*
BRI 41-210	Information to Consider in Choosing a Health Plan	X	X	X		FPM Supp. 890-1 and Subch. 5 of this **Guide**
BRI 41-212	Federal Employee Biweekly Health Benefits Rates	X	X	X		
BRI 41-213	Federal Employee Monthly Health Benefits Rates	X	X	X		
BRI 41-331	Comparison and Summary Booklet	X	X	X		FPM Supp. 890-1 and Subch. 5 of this **Guide**
BRI 46-10	Notice of Recovery from Disability	X	X			FPM Supp. 831-1 and Subch. 8 of this **Guide**
W-4	Employee's Withholding ♦ Exemption ♦ Certificate	X	X	X		Subch. 5, 21 and 23 of this **Guide**
W-5	Earned Income Credit Advance Payment Certificate	X	X	X		♦ Subch. 5 of this **Guide** ♦
DD 214	Discharge Certificate (Military)	X	X			Subch. 5, 6 and 7 of this **Guide**
FE 6	Claim for Death Benefits (FEGLI)				X	FPM Supp. 870-1

NOTES:

1. Appointment is any addition to an agency's rolls.
2. Prepare when transferred from one payroll office to another or when office responsible for distribution of forms is advised that the individual is in nonpay status for 7 consecutive days or more.

S5-2. Instructions for Obtaining and Preparing Forms

S5-2.1 *Employment Applications*

The most frequently used applications are:

—SF 171, Personal Qualifications Statement;

—SF 172, Amendment to Personal Qualifications Statement;

—SF 173, Job Qualifications Statement.

The SF 173 is designed for use only with positions such as mechanics, helpers, laborers, manual workers and trainees for such positions. Your agency may require the use of either the SF 171 or the SF 173 for these positions.

a. *Needed for application.* Use Table 5-A to decide when you must have an application from an employee or applicant in order to process an action.

b. *Reviewing application.* When an application form is obtained, check it before the personnel action is effective to be sure it is complete. This is essential because data on the application must be entered on the SF 52. Check to be sure that:

(1) all periods of employment and unemployment are listed;

(2) all other blocks are completed;

(3) the application is signed and dated; and

(4) complete address and zip code are listed.

c. *Name.* Compare the name on the application with any other forms or documents you have with the person's signature. If the person is already working for the government, compare the name on the application with the name shown on the SF 75 (see S5-2.2) and in the employee's Official Personnel Folder (OPF) (see S5-2.3). If you have neither now, check after you receive them. If the name shown on the application differs from that shown on another form or record, ask the person how he or she wishes to be known. A person may be known by a middle name, rather than first name (e.g., M. Susan rather than Mary S.). (FPM chapter 296 has more information on what is a legally acceptable name). Record the person's name in block 1 of the SF 52.

d. *Date of Birth.* Compare the date of birth (DOB) on the application with that shown on any other forms the person has completed, and with the OPF or SF 75 of a current Federal employee.

(1) If the DOB on the application is different from the DOB on other documents, ask the person to correct the date on the application.

(2) If the person claims that the DOB on the SF 75 or in the OPF is not correct, ask for one of the following to verify the correct date:

— DD 214 (military discharge),

— birth certificate, or

— any other certified record of birth.

(3) If the person does not have any of these forms, ask him/her to complete OPM Form 2473, **Establishment of Date of Birth in Connection with Civil Service Record.** Figure 5-2 contains a sample a copy of OPM Form 2473. If copies of this form are needed, reproduce Figure 5-2.

(4) Record the person's correct DOB in block 4 of the SF 52.

(5) File on the permanent (right) side of the OPF any documents used to determine the correct DOB.

e. *Social Security Number.* Use subchapter 4 to decide whether the employee's records must contain a Social Security Number (SSN) or an Employee Identification Number. Where an SSN is required, verify the number provided by the employee by comparing it against the number on his/her Social Security Account Card or other official documents. If an appointee who needs an SSN does not have one or has a number which begins with "8" or "9", a number must be obtained from the Social Security Administration. Ask the person to apply for a number at the local Social Security Administration District Office if the appointee is located in the States, the District of Columbia, Puerto Rico, or the Virgin Islands. If the appointee is located elsewhere, send SF 200E to the Social Security Administration, Bureau of Data Processing and Accounts, Baltimore, Maryland 21235.

Place the SSN or Employee Identification Number in block 2 of the SF 52. If an acceptable SSN is not available when the SF 50 is prepared, you must create and enter a pseudo number. Issue a correction SF 50 when a valid SSN is received. Subchapters 3 and 4 of this **Guide** contain instructions for establishing a pseudo (or dummy) number.

TABLE 5–A. When An Employment Application is Required (See Note 1)

RULE	A	B	C
	If appointment or conversion to appointment is in the	*And the appointment is*	*THEN*
1	Competitive Service (See Note 2.)	From a CS certificate of eligibles	Use the application which was sent with the certificate or ask the person to complete an SF 171 or SF 173.
2		A 30–day special need	Use SF 171 or SF 173.
3		Restoration or reemployment rights	Ask the person to complete a new SF 171 or SF 173 unless an up-to-date one is on file. (See Note 3.)
4		Not covered under Rules 1, 2, or 3	
5	Excepted Service (See Notes 2 and 4.)	Under Schedule A, B or C	
6		Based on reemployment	
7		A 30–Day special need	Use SF 171 or SF 173.
8		By nomination by the President of the United States (See Note 5.)	No application is required. Get the needed information from other forms or ask the personnel specialist.
9		Not covered under Rules 5, 6, 7, or 8	Use the application on file and ask the person to bring it up-to-date with an SF 172. Otherwise get a new SF 171 or SF 173. (See Note 3.)
10	Senior Executive Service (See Note 2.)	SES Career Appointment	The SF 171 which is obtained and referred to OPM for approval of the appointee's qualifications is sufficient.
11		SES Noncareer Appointment	Ask the person to complete SF 171. (See Note 3.)
12		SES Limited Term Appointment	
13		SES Limited Emergency Appointment	

NOTES:

[1] If SF 50–A is used, SF 171 or SF 173 is not required.

[2] Obtain an up-to-date SF 171 or SF 173 for every appointment which requires a new OPM personnel investigation under E.O. 10450.

[3] If an employee is converted to a new appointment in the same agency, obtain an up-to-date SF 171 or SF 173 if it is needed for a specific purpose (for example, a new background investigation) or to determine eligibility for the appointment. Otherwise, the OPF record is sufficient.

[4] Obtain an up-to-date SF 171 or resume for every appointment to an Expert or Consultant position.

[5] Get personal information about a Presidential appointee from the press release announcing his/her appointment or from the person's official "bio", and place it in the OPF on the permanent (right) side for future reference.

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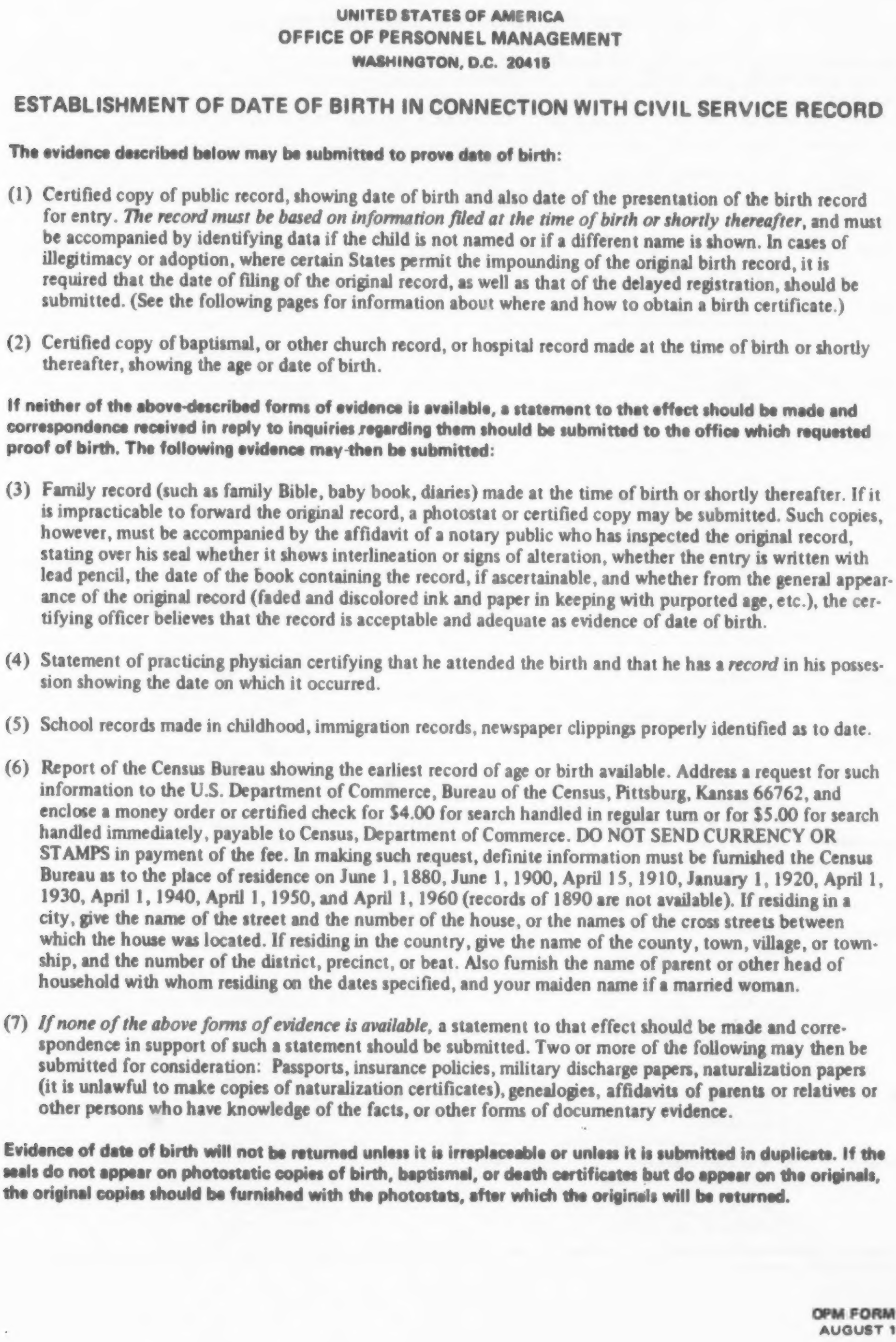
Figure 5–2.



UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

ESTABLISHMENT OF DATE OF BIRTH IN CONNECTION WITH CIVIL SERVICE RECORD

The evidence described below may be submitted to prove date of birth:

(1) Certified copy of public record, showing date of birth and also date of the presentation of the birth record for entry. *The record must be based on information filed at the time of birth or shortly thereafter*, and must be accompanied by identifying data if the child is not named or if a different name is shown. In cases of illegitimacy or adoption, where certain States permit the impounding of the original birth record, it is required that the date of filing of the original record, as well as that of the delayed registration, should be submitted. (See the following pages for information about where and how to obtain a birth certificate.)

(2) Certified copy of baptismal, or other church record, or hospital record made at the time of birth or shortly thereafter, showing the age or date of birth.

If neither of the above-described forms of evidence is available, a statement to that effect should be made and correspondence received in reply to inquiries regarding them should be submitted to the office which requested proof of birth. The following evidence may then be submitted:

(3) Family record (such as family Bible, baby book, diaries) made at the time of birth or shortly thereafter. If it is impracticable to forward the original record, a photostat or certified copy may be submitted. Such copies, however, must be accompanied by the affidavit of a notary public who has inspected the original record, stating over his seal whether it shows interlineation or signs of alteration, whether the entry is written with lead pencil, the date of the book containing the record, if ascertainable, and whether from the general appearance of the original record (faded and discolored ink and paper in keeping with purported age, etc.), the certifying officer believes that the record is acceptable and adequate as evidence of date of birth.

(4) Statement of practicing physician certifying that he attended the birth and that he has a *record* in his possession showing the date on which it occurred.

(5) School records made in childhood, immigration records, newspaper clippings properly identified as to date.

(6) Report of the Census Bureau showing the earliest record of age or birth available. Address a request for such information to the U.S. Department of Commerce, Bureau of the Census, Pittsburg, Kansas 66762, and enclose a money order or certified check for $4.00 for search handled in regular turn or for $5.00 for search handled immediately, payable to Census, Department of Commerce. DO NOT SEND CURRENCY OR STAMPS in payment of the fee. In making such request, definite information must be furnished the Census Bureau as to the place of residence on June 1, 1880, June 1, 1900, April 15, 1910, January 1, 1920, April 1, 1930, April 1, 1940, April 1, 1950, and April 1, 1960 (records of 1890 are not available). If residing in a city, give the name of the street and the number of the house, or the names of the cross streets between which the house was located. If residing in the country, give the name of the county, town, village, or township, and the number of the district, precinct, or beat. Also furnish the name of parent or other head of household with whom residing on the dates specified, and your maiden name if a married woman.

(7) *If none of the above forms of evidence is available,* a statement to that effect should be made and correspondence in support of such a statement should be submitted. Two or more of the following may then be submitted for consideration: Passports, insurance policies, military discharge papers, naturalization papers (it is unlawful to make copies of naturalization certificates), genealogies, affidavits of parents or relatives or other persons who have knowledge of the facts, or other forms of documentary evidence.

Evidence of date of birth will not be returned unless it is irreplaceable or unless it is submitted in duplicate. If the seals do not appear on photostatic copies of birth, baptismal, or death certificates but do appear on the originals, the original copies should be furnished with the photostats, after which the originals will be returned.

OPM FORM 2473
AUGUST 1979

Figure 5–2.

WHERE AND HOW TO OBTAIN A BIRTH CERTIFICATE

Your request for a copy of your birth certificate should be sent to the Vital Statistics Office shown below, and should include as much of the following information as possible: (1) Full name as given on the birth record, (2) Sex, (3) Race, (4) Names of both parents (including maiden name of mother), (5) Month, day, and year of birth, (6) Place of birth (city or town, county, and State, and name and address of hospital, if any), (7) The purpose for which the certificate is to be used.

PLACE OF BIRTH	ADDRESS OF VITAL STATISTICS OFFICE	OFFICE MAINTAINS RECORDS SINCE THIS DATE*
Alabama	Bureau of Vital Statistics State Dept. of Public Health Montgomery, Alabama 36104	1908
Alaska	Bureau of Vital Statistics Dept. of Health & Welfare Alaska Office Building Juneau, Alaska 99801	1913
American Samoa	Registrar of Vital Statistics Pago Pago American Samoa 96920	1900
Arizona	Division of Vital Statistics State Department of Health P.O. Box 6820 14 N. Central Avenue Phoenix, Arizona 85004	July 1, 1909
Arkansas	Bureau of Vital Statistics State Department of Health 4815 W. Markham Street Little Rock, Arkansas 72201	Feb. 1, 1914
California	Bureau of Vital Statistics State Department of Public Health 744 P Street Sacramento, California 95814	July 1, 1905
Canal Zone	Vital Statistics Clerk Health Bureau Balboa Heights, Canal Zone	May 1904
Colorado	Records and Statistics Section State Department of Public Health 4210 East 11th Avenue Denver, Colorado 80220	1907
Connecticut	Public Health Statistics Section State Department of Health 79 Elm Street Hartford, Connecticut 06115	July 1, 1897
Delaware	Bureau of Vital Statistics State Board of Health Dover, Delaware 19901	1881
District of Columbia	D.C. Department of Public Health Division of Vital Records 300 Indiana Avenue, N.W. Room 1028 Washington, D.C. 20001	1871
Florida	Bureau of Vital Statistics State Board of Health P.O. Box 210 Jacksonville, Florida 32201	1917
Georgia	Vital Records Service State Department of Public Health 47 Trinity Avenue, S.W. Atlanta, Georgia 30303	Jan. 1, 1919
Guam	Office of Vital Statistics Department of Public Health and Welfare Government of Guam P.O. Box 2816 Agana, Guam 96910	Oct. 26, 1901
Hawaii	Research, Planning, and Statistics Office State Department of Health P.O. Box 3378 Honolulu, Hawaii 96801	1853
Idaho	Bureau of Vital Statistics State Department of Health Boise, Idaho 83701	1911
Illinois	Bureau of Statistics State Department of Public Health Springfield, Illinois 62706	Jan. 1, 1916
Indiana	Division of Vital Records State Board of Health 1330 West Michigan Street Indianapolis, Indiana 46207	Oct 1, 1907
Iowa	Division of Vital Statistics State Department of Health Des Moines, Iowa 50319	July 1, 1880
Kansas	Division of Vital Statistics State Department of Health Topeka, Kansas 66612	July 1, 1911
Kentucky	Office of Vital Statistics State Department of Health 275 East Main Street Frankfort, Kentucky 40601	Jan. 1, 1911
Louisiana (except New Orleans)	Division of Public Health Statistics State Board of Health P.O. Box 60630 New Orleans, Louisiana 70160	July 1, 1914
New Orleans	Bureau of Vital Statistics City Health Department 1W03 City Hall, Civic Center New Orleans, Louisiana 70112	1790
Maine	Office of Vital Statistics State Department of Health and Welfare State House Augusta, Maine 04330	1892
Maryland (except Baltimore)	Division of Vital Records State Department of Health State Office Building 301 West Preston Street Baltimore, Maryland 21201	1898
Baltimore	Bureau of Vital Records City Health Department Municipal Office Building Baltimore, Maryland 21202	1875

*If you were born before the date shown in this column you will probably have to contact the birth records office or similar agency of the State in which the birth occurred.

Figure 5–2.

PLACE OF BIRTH	ADDRESS OF VITAL STATISTICS OFFICE	OFFICE MAINTAINS RECORDS SINCE THIS DATE*
Massachusetts (except Boston)	Registrar of Vital Statistics 272 State House Boston, Massachusetts 02133	1841
Boston	City Registrar Registry Division Health Department Room 705, City Hall Annex Boston, Massachusetts 02133	1639
Michigan	Vital Records Section Michigan Department of Health 3500 North Logan Street Lansing, Michigan 48914	1867
Minnesota	Minnesota Dept. of Health Section of Vital Statistics 717 Delaware, S.E. Minneapolis, Minnesota 55440	1900
Mississippi	Division of Public Health Statistics State Board of Health P.O. Box 1700 Jackson, Mississippi 39205	Nov. 1, 1912
Missouri	Vital Records Division of Health State Department of Public Health and Welfare Jefferson City, Missouri 65102	Jan. 1910
Montana	Division of Records and Statistics State Board of Health Helena, Montana 59601	1907
Nebraska	Bureau of Vital Statistics State Department of Health State Capitol Lincoln, Nebraska 68509	1904
Nevada	Department of Health and Welfare Division of Health Section of Vital Statistics Carson City, Nevada 89701	July 1, 1911
New Hampshire	Department of Health and Welfare Division of Public Health Bureau of Vital Statistics 61 South Spring Street Concord, New Hampshire 03301	----------
New Jersey	State Department of Health Bureau of Vital Statistics Box 1540 Trenton, New Jersey 08625	1848
New Mexico	Division of Vital Statistics State Department of Public Health 408 Galisteo Street Santa Fe, New Mexico 87501	----------
New York (except New York City)	Office of Vital Records State Department of Health Albany, New York 12208	1880
New York City Bronx Borough	Bureau of Records & Statistics Department of Health of New York City 1826 Arthur Avenue Bronx, New York 10457	1898
Brooklyn Borough	Bureau of Records and Statistics Department of Health of New York City 295 Flatbush Avenue Ext. Brooklyn, New York 11201	1866
Manhattan Borough	Bureau of Records and Statistics Department of Health of New York City 125 Worth Street New York, New York 10013	1866
Queens Borough	Bureau of Records and Statistics Department of Health of New York City 90-37 Parsons Boulevard Jamaica, New York 11432	1898
Richmond Borough	Bureau of Records and Statistics Department of Health of New York City 51 Stuyvesant Place St. George, Staten Island New York 10301	1898
North Carolina	Public Health Statistics Section State Board of Health P.O. Box 2091 Raleigh, North Carolina 27602	Oct. 1, 1913
North Dakota	Division of Vital Statistics State Department of Health Bismarck, North Dakota 58501	1908
Ohio	Division of Vital Statistics State Department of Health G-20 State Departments Building Columbus, Ohio 43215	Dec. 20, 1908
Oklahoma	Division of Statistics State Department of Health 3400 North Eastern Oklahoma City, Oklahoma 73105	1908
Oregon	Vital Statistics Section State Board of Health P.O. Box 231 Portland, Oregon 97207	1915

*If you were born before the date shown in this column you will probably have to contact the birth records office or similar agency of the State in which the birth occurred.

Figure 5–2.

PLACE OF BIRTH	ADDRESS OF VITAL STATISTICS OFFICE	OFFICE MAINTAINS RECORDS SINCE THIS DATE*
Pennsylvania	Division of Vital Statistics State Department of Health Health and Welfare Building P.O. Box 90 Harrisburg, Pennsylvania 17120	Jan. 1, 1906
Puerto Rico	Division of Demographic Registry and Vital Statistics Department of Health San Juan, Puerto Rico 00908	July 22, 1931
Rhode Island	Division of Vital Statistics State Department of Health State Office Building Room 351 Providence, Rhode Island 02903	1852
South Carolina	Bureau of Vital Statistics State Board of Health 1321 Pendleton Street Columbia, South Carolina 29201	Jan. 1, 1915
South Dakota	Division of Public Health Statistics State Department of Health Capitol Building Pierre, South Dakota 57501	July 1, 1906
Tennessee	Division of Vital Statistics State Department of Public Health Cordell Hull Office Building Nashville, Tennessee 37219	1914
Texas	Bureau of Vital Statistics State Department of Health 410 East 5th Street Austin, Texas 78701	1903
Trust Territory of the Pacific Islands	Clerk of Court of district where event occurred. (If not sure of the district in which event occurred, write to the Director of Medical Services, Department of Medical Services, Saipan, Mariana Islands 96950, to refer the inquiry to the correct district.)	Nov. 21, 1952
Utah	Division of Vital Statistics Utah State Department of Health 44 Medical Drive Salt Lake City, Utah 84113	1905
Vermont	Town or City Clerk of town where birth or death occurred	----------
	Secretary of State Vital Records Department State House Montpelier, Vermont 05601	----------
	Public Health Statistics Division Department of Health Burlington, Vermont 05402	----------
Virginia	Bureau of Vital Records and Health Statistics State Department of Health James Madison Bldg., P.O. Box 1000 Richmond, Virginia 23208	June 14, 1912
Virgin Islands (U.S.) St. Thomas & St. John	Registrar of Vital Statistics Knud Hansen Memorial Hosp. St. Thomas, Virgin Islands 00801	July 1, 1906
St. Croix	Registrar of Vital Statistics Charles Harwood Memorial Hospital, Christiansted St. Croix, Virgin Islands 00820	1840
Washington	Public Health Statistics Sec. State Department of Health Public Health Building Olympia, Washington 98502	July 1, 1907
West Virginia	Division of Vital Statistics State Department of Health 1800 Washington Street, E. Charleston, West Virginia 25305	1917
Wisconsin	Bureau of Vital Statistics State Board of Health State Office Building Madison, Wisconsin 53702	1814
Wyoming	Division of Vital Statistics State Department of Public Health Cheyenne, Wyoming 82201	July 1909

*If you were born before the date shown in this column you will probably have to contact the birth records office or similar agency of the State in which the birth occurred.

best copy available

f. *Prior Service*. Review the application to see if person lists prior Federal Service.

  (1) If civilian service is shown, request the OPF or an official transcript for that service. (See S5-2.3b.)

  (2) If the person lists service in the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service or the National Oceanic and Atmospheric Administration (formerly called the Environmental Science Services Administration or Coast and Geodetic Survey), follow instructions in subchapter 6 to verify the dates of service.

  (3) If application shows person receives a retirement annuity based on military service or Federal civilian service, follow instructions in subchapter 8 as well as in the subchapter covering the action you are processing.

S5-2.2 *Request For Preliminary Employment Data, SF 75.*

This form is used to make decisions on a person's eligibility for appointment or conversion and will be used by you to verify information on the application and to complete the SF 52.

a. When the person is being appointed without a break in service from another Federal agency, obtain the SF 75 information before the effective date of the action. The SF 75 information is obtained from the losing agency personnel office.

b. You may also use the SF 75 when the person's OPF is not immediately available for review by the gaining office because it is:

  (1) kept by a different appointing office in the same agency and is not available for review by the gaining office (for example, when a person transfers from one Army base to another);

  (2) on file in another agency; or

  (3) on file in the National Personnel Records Center and the last employing agency has most of the information needed for the SF 75.

c. When an SF 75 is needed, contact the personnel office which has the person's OPF. You may telephone them or mail the form. To help you find the correct office, ask the person where his or her OPF is kept.

d. Refer the completed SF 75 to the personnel specialist for review and then copy any needed data from the SF 75 onto the SF 52.

e. File the SF 75 on the temporary (left) side of the OPF.

S5-2.3 *Official Personnel Folder (SF 66 and SF 66A) and Request For Official Personnel Folder (SF127).*

An Official Personnel Folder (OPF) is established and maintained for each Federal civilian employee. The purpose of the OPF is to hold all the employee's official personnel forms and documents. FPM Supplement 293-31, The Basic Personnel Records and Files System, discusses the OPF in detail.

a. Prepare a folder for each new appointee.

b. If the person has prior civilian service, request the OPF or get an official transcript for that service. FPM Supplement 293-31 tells when to request the OPF or a transcript, and how each request is made. Record the date the OPF or transcript was requested in any follow-up or tickler system your agency uses. If the OPF or transcript is not received within a month of your request, send a second request.

c. When the OPF is received, it will contain either an SF 1150, Record of Leave Data, or a statement of the person's estimated leave balance. Send the SF 1150 or the statement to the payroll office. Review all the documents and forms in the OPF. Keep only permanent records and combine them with the employee's personnel records which are on file in your agency, as instructed in FPM Supplement 293-31.

S5-2.4 *Medical Determinations*

Medical requirements are based on physical standards necessary to perform the duties of a position. The forms used most frequently to determine and document an employee's medical qualifications are:

SF 256, Self-Identification of ♦ Reportable Handicap; ♦
SF 78, Certificate of Medical Examination;
SF 177, Statement of Physical Ability for Light Duty Work;
SF 47, Physical Fitness Inquiry for Motor Vehicle Operators.

a. *Identification of ♦ Reportable Handicap. ♦ SF 256* is required for all appointments (for any action which adds an employee to the rolls of your agency). Have the appointee complete it prior to entry on duty or on the day he/she reports for duty. Enter the code the employee has selected in block 39L of the OPM Copy of the SF 50 or on the form your agency uses to put data into its automated system for submission to OPM. **DO NOT** enter code on SF 52. Follow your agency's instructions on filing or destroying the SF 256. **DO NOT** file SF 256 in the OPF.

b. *Determination of the Medical Forms Required. SF 78* is obtained when medical evidence is necessary to determine that a person is fit to perform the duties of a position. SF 177 is required with most appointments. The information shown on it may indicate a need for obtaining SF 78.

(1) When the physical requirements of a position are ones for which a medical examination is needed before a person is placed in a position, the personnel specialist will give the SF 78 to the person or ask you to give it to him/her. Table 5-B explains the basis for obtaining SF 177 or SF 78 or for following other procedures.

(2) When a medical examination is required, it must be completed before the effective date of the action. If an SF 78 is already on file, a new one may not be needed. Table 5-C explains when an SF 78 which is already on file may be used.

(3) Follow the instructions in FPM Supplement 293-31 to file medical forms and documents.

Table 5-B. Medical Form Requirements

RULE	A	B	C
	If the personnel action is	*And the duties of the new position are*	*Then*
1	Reemployment or return to duty		Go to FPM Ch. 353, Appendix b.
2	Appointment or any action which moves a person to an overseas position		Use your agency's instructions and FPM Supp. 339-31, subch. S1-2e, to decide what forms are needed
3	Appointment or conversion to appointment which is limited to 30 days or less		No medical forms are required.
4	Appointment, conversion to appointment, or other action which changes the duties of a position	◆ Might occasionally require person to operate a Government-owned motor vehicle. (This covers persons who are not assigned to motor vehicle operator positions, but who will be issued an SF 46, *U.S. Government Motor Vehicle Identification Card,* or similar agency form, for use in case they need to drive a Government-owned motor vehicle on official business.) ◆	SF 47 is required. After review, follow your agency's instructions to determine whether SF 78 is required.
5		Performed under exceptional stress (Example: Air Traffic Control Specialist).	SF 78 is required. Go to table 5-C to decide if a new one is needed, or if one already on file is acceptable.
6		Concerned with handling of food.	
7		Performed in direct contact with people, (Example: Nurse, Physical Therapist).	
8		Performed above ground level or around power driven machinery.	

Table 5-B. Medical Form Requirements (continued)

R U L E	A	B	C
	If the personnel action is	*And the duties of the new position are*	*Then*
9	Appointment, conversion to appointment, or other action which changes the duties of a position	Performed by strenuous exertion or under hazardous conditions, or physical requirements are more demanding than those on SF 177, *Statement of Physical Ability to do Light Duty Work* (Example: Firefighter, Smoke Jumper or Law Enforcement Agent).	SF 78 is required. Go to table 5-C to decide if a new one is needed, or if one already on file is acceptable.
10		Any duties in the competitive service that are not covered above	SF 177 is required.
11		Any duties in the excepted service that are not covered above.	Follow your agency's instructions.

TABLE 5–C. When New Medical Examination is Required

RULE	A	B	C
	If the person is	*And SF 78 or other medical certificate*	*Then take this action*
1	Being appointed after a break in Government Service of less than 12 months	Is on file	Follow your agency procedures for having these documents reviewed and a decision made on whether a new SF 78 or medical examination is required.
2		Is not on file	A new medical examination is required. Follow your agency procedures for setting up the examination and giving SF 78 to the person. (See Note.)
3	Being appointed after a break in Government Service of 12 months or more	Is on file	
4		Is not on file	
5	Being appointed to the Government Service for the first time		
6	Being changed to a position that has different physical requirements	Is on file	Follow your agency procedures for having these documents reviewed and a decision made on whether a new SF 78 or medical examination is required.
7		Is not on file	A new medical examination is required. Follow your agency procedures for setting up the examination and giving SF 78 to the person. (See Note.)
8	Being changed to a position that has similar physical requirements		Follow your agency procedures for having medical documents reviewed and a decision made on whether a new SF 78 or medical examination is required.

NOTE: For a first appointment, the SF 78 must be no more than 60 days old. When the appointment is from a certificate of eligibles, count the 60 days from the date the medical certificate is executed to the date the appointing officer receives the certificate of eligibles.

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h. *Cancelling Investigations.*

(1) *Full Field.* A full field investigation must be cancelled promptly if the subject of the investigation is: (1) assigned duties for which the full field is not required, (2) dropped from consideration for the sensitive position, or (3) separated (whether by resignation, termination, removal, retirement, or death). Do this by letter which fully identifies the subject of the investigation.

Send through your security officer to:
Office of Personnel Management
Investigations Management Branch
P.O. Box 886
Washington, D.C. 20044

(2) *NAC AND NACI*

Notice that the subject of an NAC or NACI has separated is required only when the OPM specifically requests such notice. The OPM request will contain full instructions. For all other cases, no action is required.

i. *Filing.* Follow instructions (1) in FPM Supp. 293-31 and (2) on OPM forms transmitting completed cases to your agency, and (3) issued by your agency for filing investigative data forms and applications.

S5-2.6 *Appointment Affidavits (SF 61) and Declaration of Appointee (SF 61B)*

a. *SF 61* is required for all new appointments to an agency (including transfers from other agencies, reinstatements, restorations and reemployments) as well as for first appointments. An employee is not required to renew the oath because of a change in status (such as conversion to a new appointment) so long as service is continuous in the same agency, unless the head of the agency determines that it is necessary. The oath of office must be given by a notary or by a Federal official who is authorized to administer oaths (see 5 USC 2903). It is usually given by an employee of your agency who has been delegated this responsibility. The oath may be given during the entry-on-duty process. File the completed SF 61 on the right side of the OPF.

b. *SF 61B* is only required for certain actions, as indicated below. When it is required, get it before the person enters on duty for the appointment or before the effective date of the conversion. File the signed form on the right side of the OPF.

(1) Competitive service: The SF 61B is required on:

(a) all appointments;

(b) all conversions other than:

—a conversion of one temporary appointment in the competitive service to another temporary appointment in the competitive service;

—a conversion of a career-conditional appointment to a career appointment;

—a conversion from an excepted appointment under one of the authorities shown in (2) below.

(2) Excepted service: SF 61B is required only for appointments and conversions under the authority of:

—Schedule A, Section 213.3102(ii)	(Presidential Management Intern Program)
—Schedule B, Section 213.3202(a)	(Cooperative Education Program)
—Schedule B, Section 213.3202(b)	" "
—Schedule B, Section 213.3202(c)	" "
—Schedule B, Section 213.3202(d)	" "
—Schedule B, Section 213.3202(e)	" "
—Schedule B, Section 213.3202(f)	(Federal Junior Fellowship Program)
—CS Reg. 307.103	(Veterans Readjustment Appointment)

Your agency, if it wishes, may require an SF 61B for other appointments in the excepted service.

S5-2.7 *Federal Employees' Group Life Insurance (FEGLI) Forms*

a. *Forms used.* The forms used in connection with this program are:

SF 2817	Life Insurance Election
SF 2817A	◆ A Description and Certification of Enrollment in the FEGLI Program ◆
SF 2818	Election of Post-Retirement Basic Life Insurance Coverage
SF 2819	Notice of Conversion Privilege
SF 2821	Agency Certification of Insurance Status
SF 2822	Request for Insurance
SF 2823	Designation of Beneficiary

- (1) *SF 2823* may be submitted by the employee at any time to designate beneficiaries for his/her insurance or to change a prior designation.
  - (a) When SF 2823 is submitted by an employee, review it to be sure it was completed and witnessed as required by the directions on the form.
  - (b) Stamp in the "Receipt" block the date SF 2823 was received and the office in which it was received.
  - (c) File the receipted copy of the form on the right side of the employee's OPF and return the duplicate copy to him/her.
- (2) *SF 2819, and SF 2821* are used when an employee's FEGLI coverage is terminated after 365 days in a non-pay status, by retirement or separation from Federal Service. Subchapter 15 (Placement in Nonpay or Nonduty Status), subchapter 30 (Retirement), and subchapter 31 (Resignations, Terminations, Removals, Discharges, and Deaths) explain when and how these forms are to be used.
- (3) *SF 2822, SF 2817, and SF 2817A* are used when an employee is appointed or converted to a new appointment and is eligible for coverage, or wishes to enroll. SF 2817 is also used by an employee to waive coverage or cancel coverage. Coverage may be cancelled at any time. SF 2822 is used to request cancellation of an existing waiver of coverage.
- (4) *SF 2818* is used when an employee retires.

b. *Coverage eligibility.*

- (1) Use FPM Supplement 870–1 to decide
  - —Is the appointee covered by FEGLI?
  - —Is the appointee eligible to continue FEGLI from prior appointment?
- (2) If the answer to either question above is "yes", you must find out what coverage the person had under a prior appointment. To find out, check the last SF 2817 and Check the answers the person made to item 11 of the SF 61B, or review the SF 50 in the employee's OPF. If the OPF or SF 61B is not available or does not provide the information:
  - —check SF 75, Request for Preliminary Employment Data;
  - —ask the person for a copy of his/her last SF 50 which showed FEGLI coverage;
  - —ask the person for any payroll document that shows withholdings of FEGLI premiums; or
  - —ask the person to obtain a written statement ◆ of insurance status from the office where his/her OPF is being held. ◆

c. *Procedures.*

- (1) Follow the instructions in table 5–E, **FEGLI Coverage.** Table 5–E will tell you the coverage the appointee will have based on this current appointment action and FEGLI coverage under a previous appointment. It will also refer you to additional action you must take.
- (2) Use figure 5–5 for information to be given to an employee who will be covered by FEGLI for the first time.
- (3) Use figure 5–6 for information to be given to an employee who will continue FEGLI coverage from a previous appointment.
- (4) Use figure 5–7 for information to be given to an employee who would be covered by FEGLI if he/she had not waived it under a previous appointment.
- (5) Use figure 5–8 for action to be taken when a newly eligible person returns SF 2817 indicating his/her election.
- (6) Follow instructions in table 5–F to document employee's decision re FEGLI coverage after he/she has returned the SF 2817.
- (7) Enter date of receipt by employing office in space provided on the SF 2817.
- (8) Follow your agency's procedures to have personnel officer or his/her designated representative sign certification block to certify employee is eligible for coverage.
- (9) File receipted copies of SF 2817 and SF 2823 on the right side of the employee's OPF. Give duplicate copy of SF 2823 to employee. Give part 3 of the SF 2817 to the employee; send part 2 to the payroll office.

TABLE 5-E. FEGLI Coverage

RULE	A	B	C	D	E
	If under this appointment the person is	*And this appointment is*	*And FEGLI coverage under the previous appointment was*	*Then code block 9 of SF 52 as*	*And*
1	Not eligible for coverage	A first appointment		"A"	
2		With a break in service from a previous appointment from which separated after 3/31/81			
3		With no break in service or is a conversion from another appointment (See Note 1)	Ineligible		
4			Waived	"B"	
5			Basic Life or Basic Life plus options (shown on last SF 50 with a code between "C" and "Z", inclusive)	The same code as shown on last SF 50 (See FPM Supp. 292–1 for list of codes)	Follow instructions in Figure 5–6.
6	Eligible for coverage (See Note 2)	A first appointment		"C" (See Note 3)	Follow instructions Figure 5–5.
7		With a break in service from a previous appointment from which he/she was separated (not retired) after 3/31/81	Ineligible		
8			Waived (See Note 4.)	"B"	Follow instructions in Figure 5–7.

TABLE 5-E. FEGLI Coverage

R U L E	A	B	C	D	E
	If under this appointment the person is	*And this appointment is*	*And FEGLI coverage under the previous appointment was*	*Then code block 9 of SF 52 as*	*And*
9	Eligible for coverage (See Note 2.)	With a break in service from a previous appointment from which he/she was separated (not retired) before 4/1/81	Basic Life or Basic Life plus options (shown on last SF 50 with a code between "C" and "Z", inclusive)	The same code as shown on last SF 50 (See FPM Supp. 292–1 for list of codes)	Follow instructions in Figure 5–6.
10			Regular or Regular and Optional	"C"	Follow instructions in Figure 5–5.
11		With no break in service or is a conversion from another appointment (See Note 1.)	Ineligible	"C"	Follow instructions in Figure 5–5.
12			Waived	"B"	Follow instructions in Figure 5–7.
13			Basic Life or Basic Life plus options (shown on last SF 50 with a code between "C" and "Z", inclusive)	The same code as shown on last SF 50 (See FPM Supp. 292–1 for list of codes.)	Follow instructions in Figure 5–6.
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NOTES:

[1] When the person's OPF is received, check the last SF 50 and SF 2817 to be sure the correct FEGLI coverage has been continued. If coverage in the former agency differs from that you granted the employee, issue a correction SF 50 following instructions in subchapter 32.

[2] If the person is a reemployed annuitant, the FEGLI action taken is critical to future rights. Carefully follow instructions in FPM Supplement 870-1, S6.

[3] This coding may later be changed after employee returns SF 2817.

[4] If employee filed an SF 2817 to waive coverage on the previous appointment, he/she may not apply for FEGLI until one year has elapsed from the date of that waiver. All waivers and declinations filed on SF 176 were canceled on the first day the employee actually entered on duty in a pay status on or after April 1, 1981.

FIGURE 5-5. Action For Employees Who Are Eligible To Elect FEGLI Coverage

Give All Eligible Employees	*Tell All Eligible Employees*	*Processing Instructions*
SF 2817, Life Insurance ◆ Election ◆ SF 2817A, Federal Employees' Group Life Insurance	"This is a voluntary life insurance program. If you elect coverage, premiums will be deducted from your pay. Please read the (SF 2817A) booklet and decide if you wish to elect coverage. Then complete the election form (SF 2817) and return it to *(name and room number of the person who will certify the form)*." "You must return the form no later than (*31 days from the date the person is eligible for FEGLI*). You automatically have the Basic Life insurance from your first day in a duty (at work) and pay status unless you sign in item 5 of the SF 2817 and return this form before the end of your first pay period, (date). You do not have any optional insurance unless you sign item 3 and one or more of the blocks in item 4 of this form, and return it within 31 days." "If you waive ◆ Basic Life or decline Option A—Standard ◆ and then later decide you want coverage, you may not apply unless: (1) one year has elapsed since date of your waiver, (2) you are under age 50, and (3) you undergo a physical examination at your expense." ◆ "If you elect Basic Life but decline Option B—Additional insurance, you may obtain it later by cancelling the declination as for Basic Life and Option A—Standard. If you marry or acquire an eligible child and you are under age 36, you may enroll for as many multiples of pay as the number of family members you acquired. If you are under age 50 and you are already enrolled in Option B—Additional, you may increase the multiple of pay by one for each new family member you acquire. Your election to enroll or increase the multiple must reach your employing office within 60 days after you acquire new family member(s)."	When SF 2817 is received, take action in figure 5-8. Document coverage as shown in table 5-F.

FIGURE 5-5. Action For Employees Who Are Eligible To Elect FEGLI Coverage

"If you elect Basic Life but decline Option C—Family, you may acquire it later if you marry or acquire an eligible child. Your election to enroll must reach your employing office within 60 days after you acquire the new family member(s)."

"If you acquire family members during a period of separation from Federal service or during the year following a waiver of Basic Life, the time limit for enrolling in Option B—Additional or Option C—Family may be extended." ◆

"If you elect coverage and wish to change the standard order of payments of insurance benefits, you must submit SF 2823, Designation of Beneficiary. You can do this at any time."

FIGURE 5-6. Action For Employees Who Are Eligible To Continue FEGLI Coverage From Previous Appointment

Give All Employees	*Tell All Employees*	*Processing Instructions*
SF ◆ 2823, ◆ Designation of Beneficiary	"A Standard Form 2817, filed during an earlier period of Federal employment, stays in effect unless you change coverage. If you were eligible in your last period of Federal employment and that period ended after March ◆ 31, ◆ 1981, you should have a form on file. Your insurance in your new employment will be the same as you previously had. If you want to change coverage, follow the instructions on SF 2817 and SF 2817-A on changing your coverage." ◆ "A Designation of Beneficiary is valid only while you are employed in this agency. If you completed a designation while you were employed at another agency, it is no longer valid. ◆ You may submit an SF 2823 to change your designations at any time. Come to (tell them name of person and/or room number) to obtain the form." ***Tell Employees Who Had "Basic Life Only" Coverage, ◆ filed on Standard Form 2817, during ◆ their Previous Appointments*** "You may not apply for coverage under ◆ Option A—Standard until one year has elapsed since the date you last declined or cancelled it. ◆ When one year has elapsed, you may apply for coverage if you are under age 50 and undergo a physical examination at your own expense. When you wish to apply, come to this office to obtain an SF 2822, Request for Insurance." (See Note). ◆ If you acquired eligible family members during your separation, the time limit for enrolling in Option B—Additional and Option C—Family may be extended. You will have 31 days from the date of reemployment or 60 days from the date you acquired the eligible family members, whichever gives you more time. You may also enroll in Option B—Additional under the same conditions as for Option A—Standard. ◆	If employee completes a new designation, file receipted copy of SF 2823 on right side of employee's OPF and return duplicate copy to the employee.

NOTE: Do not issue SF 2822 unless the SF 2817 waiver ◆ or declination ◆ has been received.

FIGURE 5–7. Action For Employees Under Covered Appointments Who Waived FEGLI Coverage Under Previous Appointment

This instruction applies to an employee who would be covered by FEGLI if he/she had not ♦ filed an SF 2817 to waive ♦ coverage while on a previous appointment.

Tell the Employee: "You may not apply for coverage unless one year has elapsed since the date you waived coverage. When one year has elapsed, you may apply for coverage if you are under age 50 and undergo a physical examination at your own expense. When you wish to apply, come to this office to obtain an SF 2822, Request for Insurance." (See Note.)

NOTE: Do not issue SF 2822 unless the SF 2817 declination has been received.

Figure 5–8. Action When Employee Makes Decision on FEGLI Coverage

Situation	*Action Required*	
Person elects ◆ Basic Life or Basic Life and one or more options ◆	TELL THE PERSON:	"Each Pay Period $ *(amount of premium)* will be withheld from your pay." "If you decline ◆ Option A—Standard ◆ now, you must wait one year before you may apply for optional coverage; then you may apply only if you are under age 50 and you must undergo a physical examination at your own expense." ◆ "If you decline Option B—Additional now you may obtain it later by cancelling the declination as for Option A—Standard. If you marry or acquire an eligible child and you are under age 36, you may enroll for as many multiples of pay as the number of family members acquired. If you are under age 50 and you are already enrolled in Option B—Additional, you may increase the multiple by one for each family member acquired. Your election to enroll or increase the multiples must be received by your employing office within 60 days after you acquire new family member(s)." "If you decline Option C—Family, you may acquire it later if you marry or acquire an eligible child. Your election to enroll must reach your employing office within 60 days after you acquire the new family member(s)." ◆
	GIVE THE PERSON:	Employee copy (part 3) of the SF 2817.
Person ◆ waives ◆ all coverage	TELL THE PERSON:	"This waiver remains in effect until cancelled, even if you transfer to another agency or are reappointed after a break in service. To cancel the waiver, one year must have elapsed since ◆ the effective date ◆ of this waiver or declination, you must be under age 50, and you must undergo a physical examination at your own expense."
Person wants to change the order in which death benefits are paid	GIVE THE PERSON:	A SF 2823, Designation of Beneficiary.
	TELL THE PERSON:	"The order may be changed at any time by filing a new SF 2823. In order to cancel a beneficiary form on file, a new one must be submitted. Please be sure to read the instructions on the back of the form carefully. Return the form to *(name and room number of the person ◆ who ◆ will certify the form)*. If your marital status changes at any time, be sure to review your current SF 2823."

Table 5–F Documenting of Employee's Decision on FEGLI Coverage

RULE	A	B	C
	If SF 2817 is received in the employing office	*And the employee has made the decision to*	*THEN*
1	On the same date that the person enters on duty and is in pay status	Waive coverage	Code "B Waived" in block 9 on SF 52. If an SF 50 for the appointment has been issued, issue a correction SF 50 to show "B Waived" from date of appointment.
2		Elect coverage	Use FPM Supplement 292–1 to select SF 50 code and definition that explains coverage employee has selected; enter that code and definition in block 9 of the SF 52. If SF 50 has already been issued, issue a correction SF 50 to show that code and definition in block 9.
3	Before the end of the first pay period but after the day the person enters on duty	Waive Coverage	Code "B Waived" on SF 52. If SF 50 for the appointment has been issued, issue a correction SF 50 to show "B Waived" in block 9.
4		Elect ◆ "Basic Life Only" ◆ coverage	Code "C—Basic Life Only" on SF 52 for the appointment.
5		◆ Elect "Basic Life" plus one or more options ◆	◆ If SF 50 has not been issued, place code and definition for coverage elected in block 9 of SF 50. Explain in remarks (block 37) date coverage under option(s) begins. If SF 50 has been issued, prepare a correction SF 50 to show code and definition of coverage employee has elected. Explain in remarks the date coverage under option(s) begins. (Options will be effective the first day employee is in a pay and duty status on or after personnel office receives his/her SF 2817 electing coverage. Basic Life is effective from date of appointment.) ◆

Table 5–F Documenting of Employee's Decision on FEGLI Coverage (continued)

R U L E	A	B	C
	If SF 2817 is received in the employing office	*And the employee has made the decision to*	*THEN*
6	Within 31 days of the effective date of the appointment but later than the first pay period	Waive coverage	Issue SF 50 following instructions in subch. 22 for change in FEGLI.
7		Elect coverage	No action is required if employee elects Basic Life Only (Code "C"). If employee elects other coverage, issue an SF 50 for the change in FEGLI, following instructions in subchapter 22. (The SF 50 for the appointment should have been coded "C". If it was not, issue a correction SF 50.)

S5–2.8 *Federal Employees' Health Benefits Program (FEHBP) Forms*

a. *Forms used*. The forms used for this program are: BRI 41–210, Information to Consider in Choosing a Health Plan; BRI 41–212, Federal Employee Biweekly Health Benefits Rates; BRI 41–213, Federal Employee Monthly Health Benefits Rates; BRI 41–331, Comparison and Summary Booklet; SF 2809, Health Benefits Registration Form; SF 2809A, Federal Employees Health Benefits Program; SF 2810, Notice of Change in Enrollment Status.

(1) *BRI 41-210, BRI 41–212 (or BRI 41–213), BRI 41–331, SF 2809, SF 2809A,* are given to an employee who is eligible to enroll in a health benefits plan.

(2) *BRI 41–212 (or BRI 41–213), BRI 41–331 and SF 2809* are given to an employee who is eligible to change enrollment (from one plan to another or from one option to another option in the same plan).

(3) *SF 2810* is prepared by the personnel office to record certain changes which do not require the employee's signature. Examples: when an employee changes his or her name, changes from one plan to another, transfers to another agency, moves to a position serviced by another payroll office of the same agency, or when coverage which was terminated is reinstated.

b. *Enrollment eligibility*. Use FPM Supplement 890–1 to decide if an employee is eligible to enroll in a health benefits plan or to change enrollment.

—Subchapter 4 explains who is covered by FEHBP.

—Subchapter 6 contains enrollment instructions.

—Subchapter 7 explains when an employee may enroll in a plan or change his/her enrollment.

—Subchapter 10 explains what happens when an employee enters military service and returns to duty from military service.

—Subchapter 15 provides guidance if the employee is a Civil Service retiree.

If the employee is a civilian retiree also use table 8–C of this **Guide.**

c. *Procedures*. After the eligibility decision is made:

(1) Use table 5–H for information to be given to an employee who is eligible to enroll but who is currently covered by a private health insurance plan, or is covered by a parents or spouse's FEHB plan.

(2) Use figure 5–9 for steps to be followed when an employee becomes eligible to enroll or to change enrollment.

(3) Use table 5–G for instructions on properly documenting employee's enrollment decision.

Table 5–G Documenting Employee's Decision on Health Benefits Enrollment

R U L E	A	B	C	D	E
	If the employee is	*And this current appointment is*	*And*	*Then*	*And*
1	Not eligible to enroll	Not covered		Enter Remark B03, "Ineligible for Health Benefits.", in remarks section of SF 52.	
2		Made with a break in service of three days or less from a previous appointment	He/she elected not to enroll under the previous appointment	Enter Remark B02, "Elected not to enroll for health benefits.", in remarks section of SF 52.	
3			He/she cancelled enrollment under the previous appointment	Enter Remark B01, "Cancelled health Benefits.", in remarks section of SF 52.	
4	Eligible to enroll		Has no other health benefits coverage	Complete agency portion of SF 2809 submitted by employee.	When employee has waived coverage, ask whether he/she really meant to do so. If he/she did, note in remarks portion of SF 2809, "Employee's intention was verified."
5			Already has health insurance coverage through a private plan, a parent's FEHB plan, or a spouse's FEHB plan		
6	Enrolled in the Program		Is eligible to change enrollment		

Table 5–G Documenting Employee's Decision on Health Benefits Enrollment (continued)

RULE	A	B	C	D	E
	If the employee is	*And this current appointment is*	*And*	*Then*	*And*
7	Enrolled in the Program	Made with a break in service of three days or less from a previous appointment.	Is not eligible to change enrollment	◆ Prepare SF 2810 to transfer employee's enrollment to your agency. (See FPM supp. 890–1, subchapter 21, for directions). The person will *not* have claims paid until form has been prepared and received by the carrier. ◆	★★

Table 5–H Action Required When Employee Who Is Eligible to Enroll in FEHBP Already Has Health Insurance

R U L E	A	B	C	D	E
	If the person is covered by	*And the plan is*	*And the employee is*	*Then*	*And*
1	A spouse's plan	A private one		TELL THE EMPLOYEE: "You should carefully compare the cost and benefits of this program with the coverage you now have. Be sure to check for a dual coverage clause in your present plan. Most insurance companies will not pay for service covered by another company's policy. This is true of the Federal Employees Health Benefits Program."	Follow instructions in Figure 5–9
2		A Federal Employees Health Benefits Plan or Retired Federal Employees Health Benefits Plan		TELL THE EMPLOYEE: "You may not be covered by both your enrollment and your spouse's. One of you may carry self-and-family enrollment or you may each enroll for self-only if there are no children to be covered. If you use your spouse's coverage, you must elect not to enroll. If you later lose coverage for any reason other than cancellation by your spouse, you will be eligible to enroll. If that occurs, of if your marital status changes, contact Personnel immediately. There are very short time periods during which you can enroll or change enrollment because of loss of coverage or change in marital status."	Follow instructions in Figure 5–9

Table 5–H Action Required When Employee Who Is Eligible to Enroll in FEHBP Already Has Health Insurance (Continued)

R U L E	A	B	C	D	E
	If the person is covered by	*And the plan is*	*And the employee is*	*Then*	*And*
3	A parent's plan	A private one	Under age 19	TELL THE EMPLOYEE: "You may still be covered by your parent's plan. Discuss this with your parent and check your coverage before deciding not to enroll. You will be eligible to enroll in this program within 31 days after your 19th birthday. Please come to Personnel at that time to get enrollment forms if you choose not to enroll now."	Follow instructions in Figure 5–9
4			Over age 19	TELL THE EMPLOYEE: "You may no longer be eligible for coverage by your parent's plan. You should find out as soon as possible. If you do not elect FEHBP coverage within 31 days of this appointment, you must wait until the next Open Season in November to enroll."	Follow instructions in Figure 5–9

Table 5-H Action Required When Employee Who Is Eligible to Enroll in FEHBP Already Has Health Insurance (continued)

RULE	A	B	C	D	E
	If the person is covered by	*And the plan is*	*And the employee is*	*Then*	*And*
5	A parent's plan	A Federal Employees Health Benefits Plan or Retired Federal Employees Health Benefits Plan	Under age 22 and unmarried	TELL THE EMPLOYEE: "You may not be covered by both your enrollment and your parent's enrollment. You may keep coverage under your parent's plan until you marry or reach age 22, whichever occurs first. Discuss with your parent whether you should enroll now. If you elect not to enroll now, you can do so later —during the period from 31 days before to 60 days after a marriage; —within 31 days after you reach age 22, or	Follow instructions in Figure 5-9
6		A private one		Follow instructions in Rule 1.	
7	His/her own plan	A Federal Employee's Health Benefits Plan or Retired Federal Employees Health Benefits Plan (See Note)	Changing his or her name	Follow instructions in FPM Supp. 890-1.	
8			Moving from one payroll office to another with a break in service of 3 days or less.	Follow instructions in FPM Supp. 890-1.	TELL THE EMPLOYEE: "Your enrollment will be transferred. You will have the same coverage as you had before."

NOTE: If the employee is a Civil Service retiree, follow instructions in FPM Supplement 890-1, subchapter 15.

Figure 5–9. Action Required When Employee Is Eligible to Enroll or Change Health Benefits Plan Enrollment

Step	*Action*
1	GIVE THE EMPLOYEE: SF 2809A, The Federal Employees Health Benefits Program BRI 41-210, Information to Consider in Choosing a Health Plan BRI 41–331, Enrollment Information and Plan Benefits Summaries Benefits Summaries Page Supplements for Comprehensive Plans serving the area in which the employee resides Benefits Summary Page Supplements for Any Employee Organization plan in which the employee is eligible to enroll, and which is not included in BRI 41–331 SF 2809, Health Benefits Registration Form
2	TELL THE EMPLOYEE: "Please read carefully all of the information given to you. It will help you to make a decision on the plan which may be best for you. Please return the registration form, SF 2809, to (*name and room number of the person who will certify the form*) by (*date—31 days from the date person is eligible to enroll or within the time limit shown on the back of page 2 of the form*). You must complete and return this form whether you wish to enroll or not."
3	Note the date you gave the employee for the return of the SF 2809 in any tickler or follow-up system your agency uses. Remind the employee, before the expiration of the 31-day time limit, if the SF 2809 has not been returned.
4	After the employee returns the completed SF 2809: a. Review SF 2809 for accuracy and completeness (See FPM Supp. 890–1.) b. Certify SF 2809 and distribute copies as marked on the form. c. Follow any instructions in table 5–G which are applicable. d. Issue and distribute SF 2810 when required.
5	If the employee fails to return SF 2809 before the 31-day enrollment period expires: a. TELL THE EMPLOYEE: "You will not be eligible to enroll until the next Open Season (*Dates*)—or an event which is shown on the back of page 2 of the SF 2809. This decision may affect your right to coverage under this program if you retire from the government." b. Complete an SF 2809 for the employee using the instructions in FPM Supp. 890-1. c. Distribute copies of SF 2809 as marked on the form.

S5–2.9 *Retirement System Forms*

a. Use FPM supplement 831–1 and your agency's instructions to decide which retirement system the person will be under:
   —Civil Service Retirement System (CSRS),
   —Social Security (FICA),
   —Foreign Service Retirement System (FS),
   —other retirement systems,
   —none.

b. A form or booklet describing coverage of the appropriate retirement system is usually given to an employee upon appointment or conversion to an appointment. A designation of beneficiary for payment of retirement funds can be completed at any time. The forms used with the Civil Service Retirement System are:
   —SF 105, Certificate of Membership in the Civil Service Retirement System,
   —SF 2808, Designation of Beneficiary.

c. Use table 5–I to decide how to document the SF 52 and what forms and information must be given to the employee.

d. Use table 5–J for information to give to an employee who is covered under CSRS (7% and 7½%) about changing the order of payment of death benefits.

Table 5-I Retirement System Information for Employees and Instructions for Documentation on SF 52

RULE	A	B	C	D	E
	If the employee will be covered by	*And employee is*	*Then Code block 8 of SF 52 as*	*And give the employee*	*And tell the employee*
1	CSRS	A firefighter or law enforcement agent	◆ "6" ◆	SF-105, Certificate of Membership in the Civil Service Retirement System, and any other brochure which explains employee's retirement coverage	"While on this appointment, by law you must be covered under the Civil Service Retirement System. You have no choice in this coverage. Each pay period 7-1/2% of your base pay will be withheld and paid into the fund. You will not be covered by Social Security while under CS Retirement. Please read the certificate, SF-105, carefully. It should answer most of the questions you have. The order of payment of death benefits from this fund is shown in the certificate. Do you want to change this order?"

Table 5–I Retirement System Information for Employees and Instructions for Documentation on SF 50 (continued)

R U L E	A	B	C	D	E
	If the employee will be covered by	*And employee is*	*Then Code block 8 of SF 52 as*	*And give the employee*	*And tell the employee*
2	CSRS	Not a firefighter or law enforcement agent	◆ "1" ◆	SF–105, Certificate of Membership in the Civil Service Retirement System	"While on this appointment by law you must be covered under the Civil Service Retirement System. You have no choice in this coverage. Each pay period 7% of your base pay will be withheld and paid into the fund. You will not be covered by Social Security while under CS Retirement. Please read the certificate, SF 105, carefully. It should answer most of the questions you have. The order of payment of death benefits from this fund is shown in the certificate. Do you want to change this order?"
3	FICA		◆ "2" ◆		"While on this appointment you will be covered by Social Security. Deductions will be made from your salary each pay period."

Table 5-I Retirement System Information for Employees and Instructions for Documentation on SF 50 (continued)

R U L E	A	B	C	D	E
	If the employee will be covered by	*And employee is*	*Then Code block 8 of SF 52 as*	*And give the employee*	*And tell the employee*
4	FS or other retirement system		◆ "3" (Foreign Service) or "5" (Other), as appropriate. ◆	Any available brochures which explain the system.	"While on this appointment you will be covered by (*name of the Retirement System*). Deductions will be made from your salary each pay period."
5	None		◆ "4" ◆		"While on this appointment you will not be covered by Social Security or any other Retirement System."

Table 5–J Designating Order for Payment of Death Benefits Under the Civil Service Retirement System

R U L E	A	B	C
	If the employee	*Then tell the employee*	*And give the employee*
1	Does not want to change the order of payments for death benefits	"This is for lump-sum benefits only and does not affect the right of any person who qualifies for survivor annuity benefits. You may file an SF 2808, Designation of Beneficiary, at any time. If your marital status changes, you should again review the order of payment on the SF 105 and decide whether you want to file a Designation of Beneficiary."	
2	Wants to change the order of payments for death benefits	"This is for lump-sum benefits only and does not affect the right of any person who qualifies for survivor annuity benefits. Please read the instructions on this form carefully. Review the completed SF 2808 to be sure it has been filled out and witnessed correctly. Follow mailing instructions on the form. The SF 2808 remains in effect until you change or cancel it. It is very important for you to review this form should your marital status change. If you change agencies, you need not file a new form."	SF 2808, Designation of Beneficiary

S5–2.10 *Tax Withholding Forms*

The following forms are used to record the amount to be withheld from an employee's pay for taxes:

—Form W–4, Employee's Withholding ♦ Exemption ♦ Certificate

—Form W–5, Earned Income Credit Advance Payment Certificate

—Local (State, city or county) Tax Withholding or Exemption Forms.

Send the completed forms to the payroll office.

a. *Appointments*. Give Form W–4 (or Form W–5) and the appropriate local tax forms to each employee who is appointed to your agency. This includes those who transfer from other agencies, or are reinstated, reemployed or restored. Advise the employee that if the forms are not submitted, the maximum tax will be deducted from his or her paycheck.

b. *Change in Geographic Location*. Any time a personnel action moves an employee to another State or to a city or county which levies an income tax, give the employee any local tax withholding forms for the new location.

c. *Changes Initiated By Employee*. An employee may submit a new tax withholding form (to change the number of deductions claimed or amount withheld) at any time.

S5–2.11 *Race and National Origin Identification (SF 181 and OPM Form 1468)*

SF 181 is required for all appointments (for any action which adds an employee to the rolls of your agency). (For employees in Hawaii, use OPM Form 1468 instead of SF 181.) Have the appointee complete it prior to entry on duty or on the day he/she reports for duty. If you feel the employee has not checked the correct code, follow your agency's procedures to have the employee counselled on the purpose for which the data is collected and how it will be used.

If your agency makes a manual submission of data to the OPM (i.e., sends copies of its SFs 50 to the OPM), enter the code selected in block 39M of the OPM copy of the SF 50 (block 40I of the OPM copy of the SF 50–A). If your agency makes an automated submission (e.g., tapes or punched cards), the RNO Code *will not* be entered on any copies of the SF 50 or SF 50–A. Instead, follow your agency's instructions to enter the code into your agency's automated system. The code may not appear on any document which is placed in the employee's Official Personnel Folder. Follow your agency's instructions on filing or destroying the SF 181 (or OPM Form 1468). **DO NOT** file SF 181 or OPM 1468 in the OPF.

S5–2.12 *Allotment Forms*

The forms most frequently used by employees to request that funds be withheld from pay for reasons other than taxes are:

SF 1187 Request and Authorization for Payroll Deductions for Labor Organization Dues
SF 1189 Request by Employee for Payment of Salary or Wages by Credit to Account at a Financial Organization
SF 1198 Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization
SF 1192 United States Savings Bond Authorization for Purchase and Request for Change
OF 299 Request by Employee for Action on Allotment of Pay

If the employee wants funds withheld from his/her paycheck for payment to an employee organization, deposit into a checking or savings account, or purchase of a savings bond, he/she must complete an allotment form. The form may be completed at the time the employee reports for duty or anytime later. Send completed forms to the payroll office.

S5–2.13 *Designation of Beneficiary—Unpaid Compensation of Deceased Civilian Employee (SF 1152)*

SF 1152 is used to designate payment of death benefits other than FEGLI or retirement funds. It applies to any money due the employee at time of death, such as for unused annual leave or unpaid salary.

An employee may complete this form when he or she enters on duty, or at any time after that, to change the normal order of payment of death benefits listed on the form. A designation applies only to the agency with which it is filed. If an employee is transferring or coming from another agency, tell the employee that any designation filed with the last agency is no longer valid, and ask if the employee wants to file a new one.

a. When an employee submits an SF 1152, review it to be sure it has been completed and witnessed correctly.
b. Complete the receipt box on the form and give the employee a receipted copy.
c. File the original form as required by your agency's instructions.

S5–2.14 *Agency Regulations on Employee Standards of Conduct and Responsibility*

Each agency has its own regulations and may have a receipt form which a new employee must sign. Follow your agency's instructions to decide when to give conduct regulations to a new employee and to file any agency form showing the person received the regulations.

S5–2.15 *Earnings and Leave Statement for Employee with Prior Federal Service*

When a new employee has been working in another agency under an appointment which allowed him/her to earn leave, a record of his/her leave balance should be transferred to your agency along with his/her Official Personnel Folder.

In the meantime, tell the employee to give his/her new supervisor and new time clerk a copy of the last earnings and leave statement from his/her former agency. Tell the employee that the statement will be used as a basis for approving leave requests and recording leave usage during the period before the official leave balance is transferred and entered in your agency's leave and payroll system.

S5-3. Preappointment and Appointment Packages

S5-3.1 *General Instructions*

a. *Purpose of packages*. Many of the forms ♦ that ♦ an employee must complete when he/she is hired (or moves to a new appointing office in the same agency) can be sent to him/her ♦ for review ♦ before the employee enters on duty (EODs). These packages ♦ of forms ♦ can also be used to provide information about your agency's employment procedures, Federal employee rights and benefits, and your agency's functions. The package sent before the employee reports for duty is called a *preappointment package;* the package given to the employee when he or she EODs is called an *appointment package*. A preappointment package should include instructions on how to complete the forms in the package. ★★ Instructions regarding forms in the appointment package can be given by the personnel clerk or assistant who handles the EOD process.

b. *Contents of packages*. In general, the more forms the employee ♦ reviews ♦ at home, the less time it takes to finish the EOD process and the sooner the employee can begin work. ★★ The guidelines in this paragraph will help you decide which forms and materials to put in the preappointment package and which to put in the appointment package.

(1) Put in the preappointment package forms ♦ that ♦ can be easily ♦ understood. ♦ ★★

(2) Put in the preappointment package forms ♦ that ♦ should not be completed until after information materials have been read or ♦ that ♦ require decisions regarding benefits (such as the health benefits and life insurance forms):

(3) Also put in the preappointment package brochures or flyers ♦ that ♦ contain background information about the employee's job or about the organization or agency in which he/she will be working.

(4) Forms ♦ that ♦ you must have on the day the employee reports for duty (such as the Employee's Withholding Allowance Certificate) should be put in the appointment package (to prevent their being left at home by mistake).

★★

S5-3.2 *Materials that can be sent before the offer of employment is made.*

For some positions, it may be necessary to complete an investigation or review the results of a medical examination before a final job offer can be made. In these cases, the personnel specialist will give or will have you give the applicant the necessary form(s). Appointees to positions at high grade levels in some agencies and appointees to some positions in agencies which have regulatory responsibilities may be required to submit statements of financial holdings or of investments. If these are required from the appointee, you may also be asked to send these forms out before the employment offer is made.

S5-3.3 *The preappointment package.*

The materials listed in figure 5-10 may be sent with the offer letter or with other reporting-for-duty instructions. The list is a guide and may be supplemented with anything else your agency instructions may require.

If the package is mailed, it should be accompanied by a letter or cover sheet ♦ explaining its contents to ♦ the appointee.

★★

If the person comes in to pick up the package personally, these instructions can be given orally rather than in writing.

NOTE: next page is page 65.

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Figure 5-10. Materials Suggested for the Preappointment Package

Form No.	*Title*	*Remarks*
OPM 329-A	Authority for Release of Information	Include if not already obtained from person (required for person entering critical sensitive position)
SF 177	Statement of Physical Ability for Light Duty Work	Include in package if SF 78, Certificate of Medical Examination, was not obtained from person
SF 181	Race and National Origin Identification	◆ For employees in Hawaii, use OPM Form 1468, Race and National Origin Identification, instead of SF 181. ◆
SF 256	Self-Identification of ◆ Reportable Handicap ◆	
SF 61B	Declaration of Appointee	Include if required for appointment
SF 15	Claim for 10-Point Veterans Preference	Include if person is a Veteran whose 10-Point preference has not been established
SF 85	Data for Nonsensitive or Noncritical Sensitive Position	Include if not already obtained from person (required for persons entering nonsensitive or noncritical sensitive position)
SF 86	Security Investigation Data for Sensitive Position	Include if not already obtained from person (required for person entering critical-sensitive positions)
SF 87	Fingerprint Chart	Include if not already obtained from person
SF 2817	Life Insurance Coverage	Include if appointment makes him/her eligible for coverage
SF 2817A	The Federal Employee's Group Life Insurance Program and Table of Costs	
SF 2823	Designation of Beneficiary, Group Life Insurance (See Note.)	
BRI 41-210	Information to Consider in Choosing a Health Plan	Include if appointment entitles appointee to enroll or to change a current enrollment
SF 2809	Health Benefits Registration Form	
SF 2809A	Federal Employee's Health Benefits Program and brochures for (a) government-wide plans, (b) comprehensive plans servicing area where appointee will be located, and (c) employee-sponsored plans.	

NOTE: A designation of beneficiary completed in another agency is not valid; if the employee wishes to make a designation, another form must be completed.

Figure 5–10. Materials Suggested for the Preappointment Package (continued)

Form No.	*Title*	*Remarks*
SF 1152	Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee (See Note)	
SF 1189	Request by Employee for Payment of Salary or Wages by Credit to Account at a Financial Organization	
SF 1192	United States Savings Bond Authorization for Purchase and Request for Change	
SF 1198	Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization	
◆ OF 299	Request by Employee for Action on Allotment of Pay ◆	
	Statements of Employment and Financial Interests	Include if required by agency for position to which appointed and not obtained before
	Copy of Agency Regulations Regarding Employee Conduct	

NOTE: A designation of beneficiary completed in another agency is not valid; if the employee wishes to make a designation, another form must be completed.

S5–3.4 *The appointment package*

Figure 5–11 lists materials which are suggested for the apppointment package.

S5–3.5 *Design of the appointment package*

Each agency should design its own folder or kit to hold the forms and informational materials the employee receives during his/her employment with the agency. The folder or kit should be no larger than 10 × 12 inches to facilitate filing and should be clearly labelled as to how it is to be used. For example, if folders with a pocket on one side and a 2-hole metal fastener on the other are used, bold print might be used to label the pocket side "Job Information" and the side with the metal fastener "Employment History".

S5–3.6 *Advance preparation of packages*

Agencies are encouraged to prepare in advance preappointment and appointment packages containing the forms and materials needed by most employees. This will save time in assembling packages when they are needed and should ensure that important materials are not omitted when a package is assembled hastily.

A complete listing of FED FACTS brochures is found in FPM chapter 171; they may be purchased from the Government Printing Office. The forms used in processing personnel actions are listed in figure 5–1; they may be purchased from the General Services Administration (GSA). GSA does not stock appointment folders. Agencies must provide their own.

S5–3.7 *Action when new hire reports for duty*

At the time the new hire reports for duty, the personnel clerk or assistant should give him/her the appointment package and see that he/she completes all of the required forms. The clerk or assistant should assist the new employee with any incomplete items on the forms. The new employee should be told to keep copies of all the official documents he/she receives and to file them in the folder or kit. When the required forms have been completed and reviewed, the remaining processing activities, such as fingerprinting and the swearing-in ceremony, can proceed according to the agency's internal instructions.

Figure 5–11. Materials Suggested for the Apppointment Package

Forms for the Appointee to Complete

SF 61	Appointment affidavit
	Any preappointment package forms or information which the appointee does not have already
Form W-4	Employee's Withholding Allowance Certificate
Form W-5	Earned Income Credit Advance Payment Certificate
—	State and/or City Employee's Withholding Exemption Certificate(s)
—	Non-residence form (See Note 1.)
SF 2808	Designation of Beneficiary [Civil Service Retirement System] (See Note 2)
SF 105	Certificate of Membership in Civil Service Retirement System (See Note 2)
SF 144	Statement of Prior Federal Civilian and Military Service

Employee Rights & Benefits Information

OPM or agency publications concerning:

—the Code of Ethics for Government Service
—employee obligations (including limits on political activity and financial obligations)
—pay
—employee's job and performance
—promotion and incentive awards programs
—leave
—rights and benefits (including the retirement system)
—safety
—health and life insurance (See Note 3.)

Miscellaneous Employment Information ◆ (See Note 4.) ◆

Information regarding the employee recreation association (See Note ◆ 5. ◆)

Information regarding other agency-sponsored organizations whose membership is open to all employees (Toastmasters, for example)

Pay and Leave Chart or Calendar showing Federal holidays and pay days for the year

Information regarding credit union and/or any banking facilities located at employee's place of employment

Information regarding health services available to employees

Any form agency uses to record name of person(s) to be notified in the event of an emergency

Application for or instructions regarding how to obtain application for employee identification card

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NOTES:

[1] When the appointee resides outside the state or city where he/she is employed, there may also be a Non-Residence Certificate he/she must complete to qualify for exemption from tax with-holding in his/her employment location.

[2] Include if appointee will be covered by the Civil Service Retirement System.

[3] The FED FACTS flyers listed in FPM chapter 171 provide this information in a condensed and very readable format.

[4] If you find that the appointment package is becoming too bulky, put in only the most important flyers and brochures (in addition to the forms the appointee must complete) and tell him/her about the others and where they can be obtained. This can be done by means of a list placed in the appointment package or through discussion during the EOD process.

[5] This is particularly important if parking facilities or other services are available only to recreation associaton members.

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#6 Determ'g Creditable Svc & Figuring
SCDS

Subchapter 6. Determining Creditable Service and Figuring Service Computation Dates (SCDs)

Contents

This subchapter consists of two sections. Section 6-1 explains how to verify prior government service and determine if it is creditable. Section 6-2 tells how to use the verified creditable service to compute service computation dates for purposes of leave accrual and reduction-in-force retention.

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Subchapter 6. Determining Creditable Service and Figuring Service Computation Dates (SCDs)

S6-1. Creditable Service for Leave and Reduction-In-Force

S6-1.1 *Coverage.*

This section explains how to verify and determine periods of creditable service. Because the section of title 5 which discusses creditable service for leave accrual (5 U.S.C 6303) relies on the section of title 5 which covers creditable service for retirement (5 U.S.C. 8332), you must also use FPM Supplement 831-1 (Retirement) to determine creditable service. This section does not contain enough information to be used alone. When 5 U.S.C. 8332 or FPM supplement 831-1 tells you a particular kind of service is creditable for retirement, it is also creditable for leave accrual and reduction-in-force purposes, unless this **Guide,** 5 U.S.C. 8332 or FPM supplement 831-1 tells you otherwise.

NOTE: While FPM Supplement 831-1 and this **Guide** list some agencies and organizations for which service credit rulings have been made, they do not list every Federal agency or organization in which service is creditable. When an organization or agency is not listed, the service may be credited for leave accrual and reduction-in-force purposes if it meets the three conditions of Federal Service which are set forth in section 2105(a) of Title 5 of the U.S. Code.

After creditable service has been verified, compute and document service computation dates by following the instructions in S6-2.

S6-1.2 *Definitions.*

a. *Creditable service* is employment (civilian or uniformed service) with the Federal or District of Columbia government which meets the requirements for a particular type of benefit. Service discussed in this chapter may be creditable for leave accrual or for reduction-in-force.

b. *Service Computation Date (SCD)* is a date, either actual or constructed, used to determine benefits which are based on how long the person has been in the Federal Service.

(1) *SCD-Leave*. The SCD for leave accrual purposes is the date shown on the SF 52 and SF 50 in item 6. It is used to determine the rate at which an employee accrues annual leave (4 hours per biweekly pay period for an employee with less than 3 years of service, 6 hours per biweekly pay period for an employee with 3 but less than 15 years of service, and 8 hours per biweekly pay period for an employee with 15 or more years of service).

(2) *SCD-RIF* (also known as "Service Date"). The SCD or service date for reduction-in-force purposes is the date used to determine an employee's retention standing or seniority in a reduction-in-force.

If at the time of appointment in an agency the employee has *no prior service* creditable for leave or for reduction-in-force purposes, the SCD for each of these purposes is the same as the calendar date (month, day, year) on which the employee is appointed in the agency. When an employee *does have prior service* which is creditable for leave or for RIF, the SCD for each of these purposes is the calendar date of the appointment in the agency less the years, months, and days of the employee's prior creditable service.

c. *The terms "active duty", "active military duty", "military service"* are used interchangeably. They mean:

(1) Full-time duty in the armed forces with military pay and allowances which was terminated by separation or by transfer to the reserves; or

(2) Full-time duty in the Armed Forces by a member of the reserve or national guard ordered to active duty for training or annual active duty for training. (Does not include scheduled weekly or monthly assemblies or drills.) National guard service meets this definition only when the national guard is activated into the U.S. Army or U.S. Air Force.

d. *Uniformed services* consist of the Army, Navy, Air Force, Coast Guard and Marines (the

Armed Forces), after 6/30/60 the Public Health Service, and after 6/30/61 the National Oceanic & Atmospheric Administration.[1]

e. *Lost Time* is time in the armed forces which has been charged to AWOL (absence without leave) or confinement and cannot be credited for civil service benefits such as leave accrual or RIF.

S6-1.3 *Need to Verify and Credit Service.*

When an agency appoints an employee with prior Federal civilian or military service, the agency must decide if that service is creditable for determining the leave-earning rate and for reduction-in-force retention (hereafter referred to as "leave" and "RIF"). For each purpose, the length of creditable service determines the employee's benefit. Before a period of service may be credited, the date of the service must be verified and the amount of creditable time decided. When an agency is unable to verify a claimed period of civilian or uniformed service or to determine how much of a period of service is creditable, the claim may be referred ★★ to the Assistant Director for Workforce Information, Office of Personnel Management, Washington, D.C. 20415.

◆ NOTE: Questions regarding information recorded on documents issued by the military services, e.g., questions about the dates of service listed on a DD 214, must be referred to the branch of service that issued the document. ◆

S6-1.4 *Employees With Prior Service.*

★★ When an employee claims prior Federal civilian service, you must request the employee's Official Personnel Folder (OPF). (See subchapter 5, S5-2.3 of this **Guide**.) When the OPF is received, prior service can be verified and credited using the documents in the folder. These documents include copies of SFs 50 (or equivalent documents), ★★ and verifications and determinations made by previous Federal employers. ◆ When an employee claims prior military service, ask him/her for copies of the DD 214 form(s) issued for each separation from military service. If these forms are not available, use SF 180 to obtain information regarding his/her service. A sample of the form, together with completion instructions, is found in Figure 7-11 of this **Guide.** ◆ If a period of civilian or military service has not been verified, you must use the procedures in this subchapter to verify the service and determine if it is creditable.

S6-1.5 *Creditable Service.*

As a general rule, a period of civilian or uniformed service which is creditable for Civil Service retirement is creditable for leave and RIF purposes (5 U.S.C. 6303 and FPM chapter 351, appendix A). For this reason you will need to use FPM supplement 831-1, subchapter 3, which contains basic rules on creditable service for retirement purposes, as well as this subchapter to make accurate decisions on creditable service for leave and RIF purposes.

S6-1.6 *Creditable Civilian Service.*

Use the information in figure 6-1 along with FPM supplement 831-1, subchapter S3, to determine civilian service which is creditable for leave and RIF.

a. *Military Furlough Time Creditable as Continuance of Civilian Service.* The military service of certain employees who leave their positions to enter the armed forces may be credited as a continuation of civilian service or as military service, depending on the circumstances. Use the rules in FPM supplement 831-1, subchapter S3, on crediting military furlough periods for retirement together with the information in figure 6-2 to determine creditable service for leave and RIF.

b. *Employees' compensation.* If an employee is receiving benefits from the Office of Workers' Compensation Programs, credit is given for the entire period if he or she is carried on the rolls of the agency in a leave-without-pay status. Also, full credit is allowed for all or the portion of the period of separation during which a former employee was in receipt of employees' compensation, provided the person is later reemployed in Federal Service.

c. *Intermittent service.* When an employee has served on an intermittent basis (non-full-time service without a prearranged regularly scheduled tour of duty—formerly reported as WAE or when-actually-employed), only the actual days in a pay status are credited. Figure 6-12 shows how to convert days worked into months and days of service. If the number of days actually worked cannot be ascertained and only the total number of hours worked is known, each eight hours constitute a day of service. For example, 1,040 hours is credited as six months.

Service credited must not exceed the calendar time for the period involved. For example, an employee who works more than 260 days (or more than 2080 hours) in a calendar year is credited with only one year.

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[1] Formerly called the Environmental Science Services Administration, Coast & Geodetic Survey.

◆ d. *VISTA and Other ACTION Full-time Volunteer Service.*

(1) *VISTA Service on or after 10-01-73.* Credit any period of service of a volunteer enrolled in a program for a period of service of at least one year under part A of title I of the Domestic Volunteer Service Act. Before extending credit for the volunteer service, you must verify that the enrollment was for at least one year. Only the period of enrollment must be one year or more; the actual period of service may be less than one year if the individual did not complete the full enrollment period.

(2) *VISTA Service Prior to 10-01-73.* Credit any period of service of a volunteer enrolled in VISTA under part A of title VIII of the Economic Opportunity Act of 1964, as amended. This includes service as a volunteer associate (one who was enrolled for less than one year) or a University Year for Action (UYA) volunteer.

(3) *Other ACTION Volunteer Programs (including University Year for Action (UYA), ACTION Cooperative Volunteers, and Youth Community Service (YCS) Volunteers.*

Credit any period of full-time service of a volunteer enrolled in a program for a period of at least one year under part B or C of title I of the Domestic Volunteer Service Act of 1973 (P.L. 93–113). The period of training prior to assignment of the volunteer to a project is not creditable service. Creditable volunteer service is the period of service following training and begins with the volunteer's assignment.

(4) *Proof of Service.*

Acceptable proof is a letter or other statement signed by an appropriate authority in ACTION that shows the date of enrollment, length of enrollment period, date of assignment to serve, and date of termination of training or service under the appropriate law (Domestic Volunteer Service Act of 1973 or Economic Opportunity Act of 1964). Send requests to:

Certifying Officer
ACTION
VISTA AEP
806 Connecticut Avenue, NW
Washington, DC 20505

(5) *Credit for Leave and RIF.* Creditable service resulting from volunteer service under title I of P.L. 93–113 may be applied to the computation of service credit dates at any time after October 1, 1973. Since no full-time volunteer programs other than VISTA were authorized prior to October 1, 1973, no service credit for programs other than VISTA should be claimed or allowed. However, some claims for UYA service prior to that date may be made since UYA was operated under the VISTA authority between July 1, 1971, and October 1, 1973. UYA service during that period is the equivalent of VISTA service and is creditable service. ◆

e. *Peace Corps volunteer service.* Peace Corps volunteer (including leader) service is not Federal employment, but the Peace Corps Act makes *satisfactory* volunteer service creditable for leave, reduction in force, and retirement. The training a volunteer takes before enrolling as a volunteer is not creditable. An ex-volunteer may have a Peace Corps Certificate of Satisfactory Service, although not all volunteer service was satisfactory. Therefore, an agency may credit volunteer service only on the basis of a statement from the Peace Corps. Direct questions on ex-volunteer service to: The Division of Volunteer Support, The Peace Corps, Washington, D.C. 20525.

f. *Service with the District of Columbia Government.* Under Public Law 93–198, the District of Columbia established an independent personnel system on January 1, 1980. Persons hired by the District of Columbia (DC) Government on or after January 1, 1980, are considered to be municipal employees, *not* Federal employees, and their DC Government Service is not creditable for leave accrual or reduction-in-force purposes. Persons who were already on the DC Government rolls and who were converted to the District's personnel system on January 1, 1980, may have their service between January 1, 1980, and September 25, 1980, credited as Federal Service for leave accrual and reduction-in-force purposes. DC Government Service after September 25, 1980, may *not* be credited for leave accrual or reduction-in-force purposes.

g. *Temporary Christmas postal employees.* This type of employment must be verified with the Post Office where the employee worked or with the National Personnel Records Center (NPRC). In most cases there will be no OPF, and the NPRC will have to use payroll records showing hours worked to verify service.

When the record does show dates of appointment and separation, give full credit. When only hours worked are available, count each eight hours as a day; use the conversion chart in figure 6–12 to convert these days into months and days of creditable service. The total creditable service cannot exceed the calendar time of the payroll period(s) involved, (i.e., if an employee worked 100 hours during a two-week period, he or she may not be credited with more than two weeks of service).

h. *Nonappropriated fund employment.* Under 5 U.S.C. 2105(c) civilian service paid from the nonappropriated funds activities listed below is not creditable for leave accrual or reduction–in–force purposes:

—Army & Air Force Exchange Services (AAFES)
—Army & Air Force Motion Picture Service
—Navy Exchanges
—Marine Corps Exchanges
—Coast Guard Exchanges
—Other instrumentalities of the United States under the jurisdiction of the armed forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the armed forces.

Use the individual's personnel action documents and the information in Figure 6–4a to identify this noncreditable nonappropriated funds employment. Questions on problem cases should be referred directly to the branch of service in question. Addresses of the offices to which questions should be referred are shown in Figure 6–4a . Each request should be in writing and contain the name and telephone number of the person who is working on the employee's SCD, as well as copies of the documents in question.

i. *Seasonal employment.* A number of agencies hire employees to work on a "seasonal basis". These employees work only during certain periods of the year and are in a nonwork and nonpay status during the rest of the year. ♦ Because the conditions of seasonal and of on-call employment (employment agreements, work schedules, etc.) vary from agency to agency, you need to examine most carefully the documents used to appoint the employee and to move him or her in or out of duty and pay status before you can determine the amount of service to be credited.

(1) *Since 10-01-80* agencies have been instructed to use a "Placement in Nonpay Status" action to move seasonal and on-call employees into nonpay and nonduty status at the end of the work period. These employees receive full credit for their service in a pay status; their nonpay time is treated as leave without pay (LWOP) would be; that is, they receive credit for as much time in nonpay status as does not exceed six months aggregate in a calendar year.

(2) *Prior to 10-01-80* seasonal and on-call employees were moved into nonpay and nonduty status at the end of a work period with a "LWOP", a "Furlough", or a "Placement in Nonpay Status" action. For those who received "Placement in Nonpay Status" actions, if that action (or the employment agreement under which the employee was hired) carried the remark "Service credit . . . for leave accrual continues up to a maximum of six months per calendar year. . . .", the nonpay service of these employees is treated as LWOP would be. If this, or a similar remark, does not appear on the SF 50 or in the employment agreement, then the employee should be treated for SCD purposes as an intermittent employee and receive credit only for time in pay/work status. The service of employees whose actions show "LWOP" or "Furlough" is treated as explained in *i(1)* above. ♦

j. *Fee Basis Employment.* Work performed by an employee who is employed on a fee basis generally is not creditable because the person is not under the supervision of a Federal Official while he/she is performing his/her work.

◆ j. *Fee Basis Employment*. Work performed by an employee who is employed on a fee basis generally is not creditable because the person is not under the supervision of a Federal Official while he/she is performing his/her work. ◆

k. *Breaks in Service*. Separations of only one, two, or three calendar days are not deducted in computing total creditable service. No credit is allowed, however, for any period of separation which totals more than three calendar days. When a break in service of one, two, or three days falls between two periods of service that were under different work schedules (and, therefore, will be computed under different methods) the break will be considered a continuation of the first period of service. For example, a break of two days between a period of full-time service and a period of intermittent service will be considered a continuation of the full-time service.

l. *Dual Employment*. No matter how many appointments a person has held during the same period of time, credit may be given for no more than one full-time appointment. For example, if an employee served four months with the Department of Labor (from 6/12/78–10/11/78) and during two of those months was also employed by the Department of Commerce (7/10/78–9/15/78), he/she may be credited with no more than four months of service.

m. *Differences in SCD-Leave and SCD-RIF*. In most instances, a period of civilian or military service which is creditable for leave is also creditable for reduction-in-force purposes. However, there are some periods of service which are creditable for one but not for the other. (See figures 6–1, 6–2, and 6–3.) For example:

At the time of appointment, an employee had two periods of prior service. The first period was civilian service with the Department of Commerce, Census Bureau, as a collector of cotton statistics. The second period was military service not terminated under honorable conditions. The period of civilian service is creditable for leave, but the military service is not. Thus, the SCD-Leave is the date of the employee's appointment in the agency less the amount of prior civilian service. For reduction-in-force purposes, however, both the prior civilian and the prior military service periods are creditable. The SCD-RIF is, therefore, the date of the employee's appointment in the agency less the total of the prior civilian and military service.

S6–1.7 *Creditable Uniformed Service—General.*

a. *What is creditable*. Two basic factors must be reviewed to determine if the uniformed service is creditable.

(1) *Type of Discharge*. For service to be creditable for leave, the discharge must be honorable, under honorable conditions, general, or transfer to the inactive reserves

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k. *Breaks in Service*. Separations of only one, two, or three calendar days are not deducted in computing total creditable service. No credit is allowed, however, for any period of separation which totals more than three calendar days. When a break in service of one, two, or three days falls between two periods of service that were under different work schedules (and, therefore, will be computed under different methods) the break will be considered a continuation of the first period of service. For example, a break of two days between a period of full-time service and a period of intermittent service will be considered a continuation of the full-time service.

l. *Dual Employment*. No matter how many appointments a person has held during the same period of time, credit may be given for no more than one full-time appointment. For example, if an employee served four months with the Department of Labor (from 6/12/78–10/11/78) and during two of those months was also employed by the Department of Commerce (7/10/78–9/15/78), he/she may be credited with no more than four months of service.

◆ m. *Periods of absence*. Credit is granted for all leave *with* pay and for up to six months per calendar year of time on the rolls in a nonpay status. This means that an employee may be in nonpay status as a result of Placement in Nonpay Status, Furlough, LWOP or Suspension actions or as a result of absence without leave for up to six months during a calendar year without his/her SCD being affected. Nonpay time in excess of six months in the aggregate in any calendar year, except as explained in S6–1.6a and b, reduces the amount of service credit the employee receives, as illustrated below:

Total Amount of Nonpay Time in Calendar Year	00-07-11
Excess Time in Calendar Year (7 mos., 11 days *less* 6 mos.)	−00-06-00
	00-01-11
SCD at Beginning of Year	61-05-18
PLUS Excess Nonpay Time	+00-01-11
Adjusted SCD	61-06-29 = 06-29-61 ◆

n. *Differences in SCD-Leave and SCD-RIF*. In most instances, a period of civilian or military service which is creditable for leave is also creditable for reduction-in-force purposes. However, there are some periods of service which are creditable for one but not for the other. (See figures 6–1, 6–2, and 6–3.) For example:

At the time of appointment, an employee had two periods of prior service. The first period was civilian service with the Department of Commerce, Census Bureau, as a collector of cotton statistics. The second period was military service not terminated under honorable conditions. The period of civilian service is creditable for leave, but the military service is not. Thus, the SCD-Leave is the date of the employee's appointment in the agency less the amount of prior civilian service. For reduction-in-force purposes, however, both the prior civilian and the prior military service periods are creditable. The SCD-RIF is, therefore, the date of the employee's appointment in the agency less the total of the prior civilian and military service.

S6–1.7 *Creditable Uniformed Service—General.*

a. *What is creditable*. Two basic factors must be reviewed to determine if the uniformed service is creditable.

(1) *Type of Discharge*. For service to be creditable for leave, the discharge must be honorable, under honorable conditions, general, or transfer to the inactive reserves under honorable conditions. The service is creditable for RIF no matter what kind of discharge was received. Form DD 214 was revised in July 1979; the character of the discharge is now shown only on copy 4 of the form. If the employee's discharge is recorded on the July 1979 edition of the form, ask to see copy 4 to determine whether service is creditable for leave accrual purposes. If the employee did not obtain this copy at the time of his/her separation, he/she may obtain a copy by writing to the National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63132.

(2) *Type of Service*.

(a) *Active duty*. Except for certain retired members and National Guard members, full-time active duty, active duty for training, or annual active duty for training is creditable, as long as the employee has not already received credit for Civil Service employment during the same period. That is, an employee who is currently on your payroll and goes on military leave for two weeks while he performs his annual active duty for training may not be given credit for the annual active duty time since he is already receiving credit for the time as civilian service. (See S6–1.8 on retired members and S6–1.7(c) on the National Guard.) Periods of full-time active duty are shown on separation certificates.

Active duty for training and annual active duty for training periods are performed by members of the Reserve and the person will have a copy of the order to such active duty. The service can be verified from these copies of orders.

(b) *Military academy service*. Service as midshipman at the United States Naval Academy and as cadet, at the United States Military Academy, United States Air Force Academy, or United States Coast Guard Academy, constitutes military service for credit purposes. The same is true about service performed while in training for a commission under the provisions of section 54 (but not other sections) of the National Defense Act of 1916, as amended. Service under the V-12 Naval Reserve Training Program is active service in the Navy and creditable.

(c) *Lost time*. Lost time is not creditable for any purpose. Until 1950, lost time was recorded on the armed forces discharge certificate, generally as "_____ days lost under Articles of War 107". From 1950–1979 it was recorded on Department of Defense Form 214, Report of Separation From Active Duty, under *time lost preceding 2 years*, generally as "_____ days lost under Uniform Code of Military Justice, Article 86," or as "_____ days AWOL". Since 1979, "lost time" has been subtracted from the period of service listed on the DD 214, and the form shows only "good time".

(d) *Double Credit*. Under no circumstances is credit allowed for both civilian and uniformed service covering the same calendar period of time (e.g., when an employee who is a member of the reserves is ordered to active duty for training or annual active duty for training and during the absence for that service is carried on annual leave, LWOP, military leave or any combination thereof). All LWOP time for military purposes in excess of 6 months in a calendar year is credited as uniformed service; absences for uniformed service of six months or less are credited as civilian service.

b. *Actions to verify and credit uniformed service*.

◆ (1) *OPM cannot verify uniformed services*. That can be done *only* by the uniformed service records custodians. Use SF 180 (see figure 7–11 in subchapter 7) to verify service in the Army, Navy, Air Force, Marine Corps, and Coast Guard when you cannot verify it from the documents the employee has. Follow the instructions in subchapter 7, paragraph S7–6c, to verify service in the National Oceanic and Atmospheric Administration (NOAA) and Public Health Service (PHS) when you cannot do so from the documents the employee has.

(2) If the employee disagrees with the dates or periods of service verified by one of the uniformed services, he/she must deal directly with the service that issued the verification of the records in order to have them corrected or changed. Neither OPM nor the employing agency can alter records issued by one of the uniformed services, nor can they credit periods of uniformed service that have not been verified. ◆

(3) Use figures in subchapter 7 of this **Guide** to determine, from documents in the employee's possession or in the OPF, the type of uniformed service he/she performed, type of discharge, periods of service, wartime service, and campaigns and expeditions for which campaign badges have been authorized.

(4) Use the rules in FPM Supplement 831-1, Subchapter S3 (on crediting military service for retirement), together with the information in figure 6–3 to identify service that is creditable for leave and RIF purposes.

c. *National Guard Service*.

(1) This service is creditable only under conditions stated in FPM Supplement 831–1, S3–5b(3)–(5). A member of the National

Guard who serves under those conditions is entitled to credit for military service like any other employee who has performed active duty or active duty for training as a member of the Army, Navy, Marine Corps, Air Force, or Coast Guard Reserve.

(2) Use Standard Form 180, Request Pertaining to Military Records, to verify National Guard Service. (See figure 7–11 of subchapter 7.) Send SF 180 to the Adjutant General for the State National Guard Unit in which the employee served. Enter the following statement under Part II, Section 1, of SF 180:

"The beginning and ending dates of honorable active ARNGUS/ANGUS duty and the authority of law under which it was performed under either a "call" by the President or an "order" by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the above-named Federal employee."

Address the request to the State Adjutant General for the National Guard in which the employee served. The address of the State Adjutant Generals are listed in figure 7–12 of subchapter 7.

S6–1.8 *Creditable uniformed service—retired members.*

a. *General*. Unless the retired member meets one or more of the three conditions listed below, credit is restricted for leave accrual purposes to the retiree's actual active service in the uniformed forces during wartime or in any campaign or expedition for which a campaign badge has been authorized. If he/she meets any of these conditions, all of his/her active service is counted for leave accrual purposes.

—retirement was based on disability resulting from injury or disease received in line of duty as a direct result of armed conflict; or

—retirement was based on disability caused by an instrumentality of war and incurred in the line of duty during a period of war (as defined in sections 101 and 301 of title 38, United States Code);

—on November 30, 1964, retiree was employed in a civilian office to which the annual and sick leave law applied, and retiree continues to be employed in any office of this kind without a break in service of more than 30 days.

Figure 7–9, in subchapter 7, lists dates of wars, campaigns and expeditions. For reduction-in-force purposes, credit is also restricted to time actually served in the armed forces during wartime or in any campaign or expedition for which a campaign badge has been authorized, unless the retired member meets one or more of the four conditions listed below. If he/she meets any of these conditions, all of his/her active service is counted for reduction-in-force purposes:

—retirement was based on disability resulting from injury or disease received in line of duty as a direct result of armed conflict; or,

—retirement was based on disability caused by an instrumentality of war and incurred in the line of duty during a period of war (as defined in sections 101 and 301 of title 38, United States Code.); or,

—on November 30, 1964, retiree was employed in a civilian office to which the reduction-in-force regulations applied, and continues to be employed in any office of this kind without a break in service of more than 30 days; or,

—retirees' military service does not include 20 or more years of full-time active service (regardless of when performed but not including periods of active duty for training). Any retired member whose retirement is based on at least 20 years of active service (excluding training duty) is considered to have 20 or more years of full-time active service for this purpose, even though actual day-to-day service may total less than 20 years.

Use the rules in figure 6–3 and table 6–A together with the information below to identify a retiree's uniformed service that is creditable for leave purposes. Use figure 6–3 and table 6–B together with the information below to identify the service that is creditable for RIF purposes.

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b. *Service with Public Health Service and National Oceanic and Atmospheric Administration.*

(1) All active service which was credited for retirement of a member of the Regular or Reserve Corps of the Public Health Service (PHS) or of a retired commissioned officer of the National Oceanic and Atmospheric Administration (NOAA)[1] is considered active military service and may be credited for leave accrual and reduction-in-force purposes only as discussed in a above.

(2) When the retired member's creditable service is restricted to wartime, and campaign or expeditionary service, note that the service must have been "in the armed forces" as well as during wartime, or in any campaign or expedition for which a campaign badge has been authorized. Service "in the armed forces" is service which serves as a basis for granting veteran preference. Service for veteran preference is listed in figure 7–8 of subchapter 7.

(3) When a retired member of the Public Health Service (PHS) or of the National Oceanic and Atmospheric Administration (NOAA) is appointed, contact PHS or NOAA to determine the basis for the retirement and what service was credited to the retiree for purposes of retirement. Use a letter to obtain this information from:

National Oceanic and Atmospheric Administration
Chief, Commissioned Personnel Division,
Attn: NC-1
Rockville, MD 20852
or
Retirement, Annuity & Benefits Section/CBB
Commissioned Personnel Operations Division, OPM/OM
U.S. Public Health Service
Room 4–35, Parklawn Building
5060 Fisher's Lane
Rockville, MD 20857

c. *Uniformed service retirement for disability.* A determination that a uniformed service retirement was based on injury or disease resulting from armed conflict or was caused by an instrumentality of war during a period of war can be properly made only by the uniformed service from which the person retired. Ask for this information by letter—do not use OPM Form 813 or SF-180 for this purpose. The addresses of the records centers of the uniformed services (except for PHS and NOAA which are listed in S6–1.8b above) are listed on the reverse of SF-180. (SF 180 is shown in figure 7–11 of subchapter 7.)

d. *Retiree hired on or before November 30, 1964.* Service credit for leave and reduction-in-force may be given for all active duty by a retiree who was employed in a civilian position ◆ on or ◆ before November 30, 1964, only if there was no break in civilian service of more than 30 days. If there has been a break in civilian service of more than 30 days, the retiree's service must be recomputed using the rules and regulations in effect at the time of the new appointment. There is one exception to this rule. If an employee, as a reservist or member of the National Guard, was called from civilian employment to active military duty before November 30, 1964, and after that date was restored under 5 U.S.C. 3551 to the civilian position, the person must be regarded *for reduction-in-force purposes* as having been on military furlough or leave of absence. He/she is, therefore, considered to have been employed on November 30, 1964, in a civilian position and the absence is credited as civilian service for RIF purposes. For leave purposes, however, the absence from civilian employment is credited as uniformed service and the limitations on crediting uniformed service for retirees (see table 6–A) must be applied to all of the person's uniformed service.

e. *Establishing wartime and campaign or expedition service.* Under 5 U.S.C. 3501, 3502, 6303 and 8332, unless a retired member of a uniformed service meets certain conditions, credit for leave and RIF purposes is given only for time actually served during wartime or in campaigns and expeditions for which a campaign badge has been authorized. The conditions are in tables 6–A and 6–B.

(1) *Wartime Service.* The inclusive dates of wartime periods are shown in figure 7–8 of subchapter 7. Service during these periods can

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[1] NOAA was formerly known as Environmental Science Services Administration, Coast and Geodetic Survey.

be established from discharge certificates, DD Forms 214, and similar documents in the retired member's possession. To illustrate, for this purpose World War II begins on December 7, 1941, and runs through April 28, 1952. Thus, if documents in a retired member's possession indicate service in the armed forces from December 7, 1941, through December 6, 1951, give credit for 10 years of wartime service. Credit for this service would not depend on where the person served during those 10 years or whether the person was assigned to combat or noncombat duties.

(2) *Campaign and Expedition Service*. The inclusive dates of campaigns and expeditions for which campaign badges have been authorized are shown in figure 7–9 of subchapter 7.)

(a) For practical purposes, only the campaign or expeditionary service by a retired member before December 7, 1941, and after April 28, 1952, needs to be verified. Service between those dates is wartime service and is creditable regardless of where served. Note that service in a nonwartime campaign or expedition does not entitle the retired member to receive credit for the *duration* of the campaign or expedition, but only *for the period of his/her service in the campaign or expedition as indicated by the official records*. To illustrate, if a retired member served for only six months in a campaign which lasted three years, limit the credit to six months; if a retired member was awarded the Vietnam service medal for service from August 1, 1967, to January 1, 1969, the active service for that period is credited in full as campaign service irrespective of number of missions flown, number of days spent in the campaign area, type of assignment, or other factors.

(b) The actual campaign or expeditionary service of a retired member often cannot be established from documents in the person's possession. When this is so, use OPM Form 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions, to verify the retired member's claimed campaign and expeditionary service. See figure 6–4; reproduce the form and submit it in duplicate. ◆ Follow the instructions on the reverse of the OPM Form 813 to determine the address to which it should be sent. ◆

f. *Military retirees—service examples*. The following are examples of creditable military service for leave accrual rate and reduction-in-force purposes for retired members who were not in the Federal civilian service on November 30, 1964, and for whom service credit is restricted:

Example 1

Active military service: Entered on active duty June 1, 1939, Navy; honorably separated (retirement) on June 15, 1959; no lost time.

Campaign or expeditionary service: Served in Korea from January 1, 1951, through June 30, 1953.

Creditable military service: December 7, 1941, through April 28, 1952 (World War II), and April 29, 1952, through June 30, 1953 (Korean service). (Note: The portion of Korean service from January 1, 1951, through April 28, 1952, need not be verified as campaign service; it occurred during wartime and therefore is creditable regardless of where served. The remainder of the Korean service, through June 30, 1953, must be verified.)

Example 2

Active military service: Entered on active duty November 3, 1944, Army: honorably separated (retirement) on December 15, 1964; no lost time.

Campaign or expeditionary service: Served in Korea from January 1, 1954, through December 15, 1954.

Creditable military service: November 3, 1944, through April 28, 1952 (World War II), and January 1, 1954, through July 27, 1954 (Korean service). (Note: The Korean service from July 28, 1954, through December 15, 1954, cannot be credited because, according to figure 7–9, service in Korea after July 27, 1954 and before October 1, 1966 is not considered campaign service.)

Example 3

Active military service: Entered on active duty December 1, 1940, Marine Corps; honorably separated (disability retirement, not as a result of armed conflict and not caused by an instrumentality of war) on November 1, 1956; no lost time.

Creditable military service: All service (December 1, 1940, through November 1, 1956) is creditable for reduction-in-force purposes because the retired member had less than 20 years of active service. Only wartime service (December 7, 1941, through April 28, 1952), however, is creditable for leave accrual rate purposes.

Example 4

Active military service: Entered on active duty July 16, 1943, Army; honorably separated by retirement from Air Force on December 31, 1966; no lost time.

Campaign or expeditionary service: Served in Japan from June 1, 1950, through December 31, 1956; flew 20 separate missions over Korea on 20 different days during 1952 and 1953 as a member of an aircraft crew. (Note: The official military records showed no record of missions flown, but it was on record that from May 25, 1952, to March 29, 1954, the person was on duty with a Korean support installation in Japan, and for that period of time was awarded the Korean Service Medal.)

Creditable military service: July 16, 1943, through April 28, 1952 (World War II), and May 25, 1952, through March 29, 1954 (Korean service). The period of service for which the person was awarded the Korean Service Medal is creditable in full as campaign service, regardless of number of missions, type of assignment, or other incidental factor.

Example 5

Active military service: Entered on active duty October 19, 1942, Army; honorably separated August 25, 1947; no lost time. As an Army Reservist was ordered to active duty May 8, 1951, from Federal employment; honorably separated (retirement) June 30, 1966. No campaign or expeditionary service. Restored to civilian position on August 15, 1966, under section 3551 of title 5, United States Code.

Creditable military service for leave purposes: October 19, 1942, through August 25, 1947; May 8, 1951, through April 28, 1952. Creditable military service for reduction-in-force purposes: October 19, 1942 through August 25, 1947.

(Note: For RIF purposes, the time between the return to active military duty in 1951 and restoration to the civilian position in 1966 is not an interruption of civilian service and is credited as continuous civilian service, as if the person had been on military furlough. See S6–1.8d.)

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Figure 6–1. Creditable Civilian Service—Differences

FPM Supp. 831–1 Reference	*Type of Civilian Service*	*Creditable for*		
		Retirement	*Leave*	*RIF*
S3–3e(2)	Service by Federal employee transferred to an international organization when the service is used for retirement benefits from that international organization.	No	Yes	Yes
S3–h	Service under other contributory retirement systems (e.g. Foreign Service; D.C. police and fire fighters) when retirement deductions are not withdrawn from that system and deposited in the Civil Service retirement fund.	No	Yes	Yes
S3–3i	Civilian service under Social Security laws and employee does not have later service under Civil Service retirement system.	No	Yes	Yes
S3–3l(1)	National Guard technician civilian service when the technician elected (on 1–1–69) to remain covered under a State retirement plan.	No	Yes	Yes
S3–3m	Service by Federal employee with a State or local government or an institution of higher learning when the service is used for retirement benefits from the State, local government, or institution of higher learning.	No	Yes	Yes
S3–4a	Essential outside employment which interrupted Federal civilian service and the employee was restored under a law, regulation or executive order—credit is limited to 6 months in a calendar year.	Yes	Yes	Yes (See Note 1.)
None	Period of calendar time from date of appointment of a lower ranking eligible to date of appointment of person granted benefits under Public Law 83–121.	No	No	Yes
None	Service equivalent allowed during period when employee's performance rating is higher than satisfactory. (See Note 2.)	No	No	Yes

NOTES:

1. Give full credit for Merchant Marine Service that began between May 1. 1940 and July 25. 1947, interrupted nontemporary employment, and to which the employee was restored under Public Law 79–660.
2. The "yes" ★★ entry here indicates whether or not employee receives *extra* credit for this service, ♦ for RIF purposes. ♦

Figure 6-1. Creditable Civilian Service—Differences (Continued)

FPM Supp. 831-1 Reference	*Type of Civilian Service*	*Creditable for*		
		Retirement	*Leave*	*RIF*
App. C	Service as an employee of Agricultural Stabilization and Conservation County Committee (ASCS)	Yes (See Note 3.)	No (See Note 3.)	No
	Service with Chesapeake and Delaware Canal Co.	Yes	No	No
	Service with the Department of Commerce, Census Bureau, Collector of Cotton Statistics.	No	Yes	Yes
	Service with D.C. Government—Substitute attendance officers, public schools.	Yes	No	No
	Service with D.C. Government—Substitute Teachers, public schools.	Yes	No	No
	Service of employees appointed under the Presidential Transition Act.	Yes	No	No
	◆ Legal Services Corp.	Yes	No	No
	Galludet College	Yes	No	No
	Federal National Mortgage Association (FNMA or "Fannie Mae")	(See Note 4.)	No	No ◆

NOTES:

3. ASCS service may be credited for leave & RIF purposes by the U.S. Dept. of Agriculture (USDA) which administers the ASCS program. When a former ASCS employee transfers from USDA to another agency, his/her SCD *must* be recomputed by the new agency.

◆ 4. FNMA became a private corporation on 9-1-68. Persons who were employees of FNMA on 8-31-68 became employees of the Government National Mortgage Association (GNMA); service of persons hired by the new private corporation on or after 9-1-68 is not Federal Service and *not creditable for leave or RIF purposes*. Service of persons hired by FNMA on or after 9-1-68 *is creditable for retirement purposes only* when the person was hired by the FNMAs without a break in service from a position in which he/she was covered by the civil service retirement system. ◆

Figure 6–2. Military Furlough Time Creditable as Civilian Service—Differences (See Note 1.)

FPM Supp. 831–1 Reference	*Condition*	*Creditable as Continuation of Civilian Service for*		
		Retirement	*Leave*	*RIF*
S3–6a	Employee withdrew and did not redeposit Civil Service retirement deductions.	No (See Note 4.)	Yes	Yes
S3–6a	Employee did not request refund of Civil Service retirement deductions.	Yes	Yes	Yes
S3–6a, b, c	Employee was absent in excess of five years and then was restored (FPM chapter 353).	No (See Note 2.)	Yes	Yes
S3–6d	Employee was absent for five years or less and did not exercise restoration rights.	Yes	No (See Note 3.)	No (See Note 3.)
None	Employee was a reservist or member of the National Guard who was called to active military duty and then restored under 5 U.S.C. 3551 (formerly, 5 U.S.C. 30r).	No	No	Yes

NOTES:

[1] Credit allowable military furlough time as a continuation of civilian service. When the absence cannot be credited as a continuation of civilian service, credit only the active military service as military service.

[2] Limit the military furlough credit (continuation of civilian service) to five years and credit active military service beyond the fifth year as military service.

[3] Credit the active military service as military service.

[4] The service may still be used to meet length of service requirements for retirement eligibility, but will be counted as military, rather than civilian service.

Figure 6-3. Creditable Military Service—Differences

FPM Supp. 831-1 Reference	*Type of Military Service*	*Creditable for*		
		Retirement	*Leave*	*RIF*
S3-5a	A period of active military service terminated under conditions other than honorable	No	No	Yes
S3-5a(1)	Military retiree (not for combat or war-incurred disability)—periods of active military service during wartime or in a campaign or expedition for which a campaign badge is authorized	No (See Note 1.)	Yes	Yes
S3-5a(1)	Military retiree (not for combat or war incurred disability)—active military service totals less than 20 years	No (See Note 1.)	No (See Note 2.)	◆ Yes ◆
S3-5a(1)	Military retiree (not for combat or war-incurred disability)—active military service prior to November 30, 1964 when retiree was employed on or before that date in a position to which 5 U.S.C. ch. 63, (Leave Act) applied and such employment continues without a break in service of 30 days	No (See Note 1.)	Yes	No
S3-5a(1)	Military retiree (not for combat or war-incurred disability)—active military service prior to November 30, 1964 when retiree was employed on or before that date in a position to which 5 U.S.C. ch. 35, Subch. I (RIF retention) applied and such employment continues without a break in service of 30 days	No (See Note 1.)	No (See Note 2.)	Yes
S3-5a(2)	Active military service after December 31, 1956—when the person is receiving or on application would be entitled to receive monthly wage benefits under social security	No	Yes (See Note 3.)	Yes (See Note 3.)

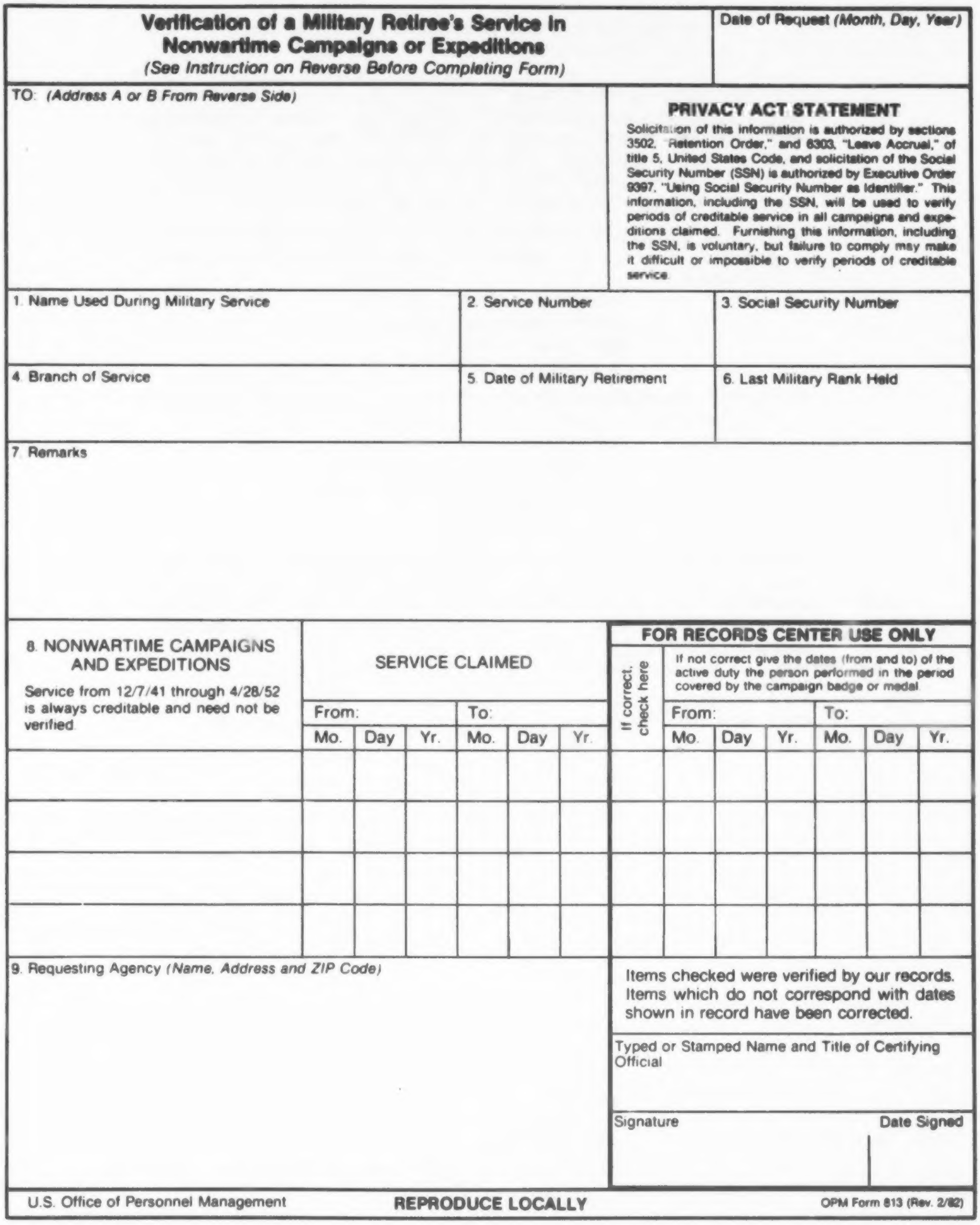
NOTES:

[1] Employee could credit service for civil service retirement only if he/she waived military retirement.

[2] Credit only periods during wartime and campaigns and expeditions for which a campaign badge is authorized.

[3] When person is a military retiree not because of combat or war incurred disability, and the person is not otherwise entitled to full credit for the service, limit the creditable service to periods during wartime and campaigns and expeditions for which a campaign badge is authorized.

Figure 6–4. Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions (OPM Form 813)



Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions

(See Instruction on Reverse Before Completing Form)

Date of Request *(Month, Day, Year)*

TO: *(Address A or B From Reverse Side)*

PRIVACY ACT STATEMENT

Solicitation of this information is authorized by sections 3502, "Retention Order," and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN, is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.

1. Name Used During Military Service	2. Service Number	3. Social Security Number
4. Branch of Service	5. Date of Military Retirement	6. Last Military Rank Held

7. Remarks

8. NONWARTIME CAMPAIGNS AND EXPEDITIONS Service from 12/7/41 through 4/28/52 is always creditable and need not be verified.	SERVICE CLAIMED						FOR RECORDS CENTER USE ONLY						
							If correct, check here	If not correct give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal.					
	From:			To:				From:			To:		
	Mo.	Day	Yr.	Mo.	Day	Yr.		Mo.	Day	Yr.	Mo.	Day	Yr.

9. Requesting Agency *(Name, Address and ZIP Code)*

Items checked were verified by our records. Items which do not correspond with dates shown in record have been corrected.

Typed or Stamped Name and Title of Certifying Official

Signature

Date Signed

U.S. Office of Personnel Management **REPRODUCE LOCALLY** OPM Form 813 (Rev. 2/82)

Figure 6–4. OPM Form 813 (Reverse)

Instructions for Completing OPM Form 813

NOTE: DO NOT USE THIS FORM FOR PERSONS
WHO ARE NOT MILITARY RETIREES

Use OPM Form 813 only to request verification of a retiree's military service performed in a nonwartime campaign or expedition for which badge/medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. (See FPM Supplement 296-33 for further instructions.) Complete the address block and items 1 through 9 and submit the form in duplicate to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, address the request to:

National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132

B. To verify campaign/expeditionary service for military retirees of the U.S. Army, address the request to:

Commander
U.S. Army Reserve Components
Personnel and Administration Center
9700 Page Boulevard
St. Louis, MO 63132

The records center will verify only claimed and unverified nonwartime campaign or expeditionary service. It is the retired member's responsibility to provide the names of any nonwartime campaign or expedition in which he/she served. The records center will **not** verify service unless **specific** campaigns/expeditions and inclusive dates are listed. Service components (e.g., "USAF") or medal (e.g., "Vietnam Service Medal") are not sufficient.

If a follow-up check is necessary, reproduce a copy of the original request and clearly mark the top of the OPM Form 813, "Follow-up Request".

Table 6–A Crediting Uniformed Service of an Uniformed Retired for Leave Purposes (5 USC 6303)

RULE	A	B	C	D
	If the retired member	*And the retired member*	*And he or she*	*Then credit for leave*
1	◆ Retired from uniformed service based on disability resulting from injury or disease received in the line of duty as a direct result of armed conflict ◆			All active military service
2	◆ Retired from uniformed service based on disability caused by an instrumentality of war incurred in the line of duty during a period of war ◆			
3	On November 30, 1964, was employed in a civilian position to which the annual and sick leave act applied (See Note)	Continues such employment without a break in service of more than 30 days		
4		Has a break in service from such employment of more than 30 days	Does not meet the conditions in Rules 1 or 2	Actual active service in the armed forces during wartime or in a campaign or expedition for which a campaign badge has been authorized
5	Retired on less than 20 years of full-time active service (excluding training duty)		Does not meet the conditions in Rules 1 through 4	
6	Does not meet the conditions described in Rules 1 through 5			

NOTE:
FPM supplement 990–2, book 630, subch. 2, explains who is now covered by the annual and sick leave provisions of 5 USC, 63. This coverage is basically the same as under the Leave Act which was in effect on Nov. 30, 1964. Questions about whether the annual and sick leave act applied to a particular position should be referred to the Compensation Group, OPM.

Table 6-B Crediting Uniformed Service of an Uniformed Retiree for RIF Purposes (FPM Chapter 351, Appendix A)

RULE	A	B	C	D
	If the retired member	*And the retired member*	*And he or she*	*Then credit for RIF*
1	◆ Retired from uniformed service based on disability resulting from injury or disease received in the line of duty as a direct result of armed conflict ◆			All active military service
2	◆ Retired from uniformed service based on disability caused by an instrumentality of war incurred in the line of duty during a period of war ◆			
3	On November 30, 1964, was employed in a civilian position to which the annual and sick leave act applied (See Note)	Continues such employment without a break in service of more than 30 days		
4		Has a break in service from such employment of more than 30 days	Does not meet the conditions in Rules 1, 2 or 5	Actual active service in the armed forces during wartime or in a campaign or expedition for which a campaign badge has been authorized
5	Retired on less than 20 years of full-time active service (excluding training duty) (See Note)			All active military service
6	Does not meet the conditions described in Rules 1, 2, 3, 4 or 5			Actual active service in the armed forces during wartime or in a campaign or expedition for which a campaign badge has been authorized

NOTES: If retirement is based on at least 20 years of active service, the member is considered to have 20 years for this purpose even though the actual day-to-day service may total less than 20 years.

Figure 6-4a. Aids to Identification of Nonappropriated Funds Instrumentalities Employment

	Army	*Air Force*	*Navy and Marine Corps*
Forms used to document actions	Prior to 1969: SF 50 stamped or overprinted with "Nonappropriated Fund" From 1969 to present: DA Form 3434 and DA Form 3884 For AAFES employees, AAFES Forms 1200, 1200-1 & 1200-29 have been used.	Prior to 7/30/68 each activity used its own forms. 7/30/68-2/16/71: appointment document carried statement: "This position is paid from nonappropriated funds." 2/16/71-7/1/74: AF Form 2028 7/1/74-present: AF Form 2545 and AF Form 2548	No forms specifically designed prior to 1975 to document NAF appointments. SF 50 or locally-developed forms used. 1973-1975; NAVPERS Form 12000/3 used to document change actions. 1975-present: NAVPERS Form 5314/2 used to document personnel actions. For NAVRESSO activities, Form SS 129 used.
Pay Plans which may appear on personnel documents	UA, AS, PS, NA, NL, NS, NW, NGS, NWG, NWL, NWS, NAF, GSE, Cat "A," Cat "B," Cat "C." For AAFES: HPP and USP.	Prior to 7/30/68: no common designations 7/30/68-2/16/71: NAF and NAF-W 2/16/71-7/1/74: NC and NW 4/30/73-present: NA, NL, NS, PS, UA, and AS For AAFES: HPP and USP	4/30/73-present: NA, NL, NS, PS, UA, and AS.
Other identifying data which may appear on personnel actions	Army & Air Force Exchange Service (AAFES) Army & Air Force Motion Picture Service Executive Secretariat, Army Welfare Board Personnel Services Officer's Open Mess NCO Open Mess Aero Club Rod & Gun Club Special Services	Army & Air Force Exchange Service (AAFES) Army & Air Force Motion Picture Service Executive Secretariat, Air Force Welfare Board Personnel Services Officer's Open Mess NCO Open Mess Aero Club Rod & Gun Club Special Services	When SF 50 used, appropriations block should show "BUPERS NAF position." Retirement block may also show "6 NAF," and authority block may show "BPI 5300.9 PAR" or "NAF Authority." Code for employing agency will be "BUPERS" when SF 50 is used.

Figure 6–4a. Aids to Identification of Nonappropriated Funds Instrumentalities Employment (Continued)

	Army	*Air Force*	*Navy and Marine Corps*
Where to refer questions regarding service	U.S. Army Civ Pers Center Attn: PECC–NAF 200 Stovall Street Alexandria, VA 22332 Hq AAFES, PE–M Attn: Mr. Michael Villano Dallas, Texas 75222	Department of the Air Force OCPO/MPKMN Randolph AFB, Texas 78150 Hq AAFES, PE–M Attn: Mr. Michael Villano Dallas, Texas 75222	*Navy Resale and Exchange Services:* Navy Resale and Services Support Office (NAVRESSO) Fort Wadsworth, Staten Island, NY 10305 *Navy Recreation Programs (Officer, Chief and Enlisted Clubs, Recreations Services, Consolidated Package Stores):* Recreation Services Division Naval Military Personnel Command NMPC–6 Washington, DC 20370 *Marine Corps Morale, Welfare and Recreation (MWR) Programs:* Manpower Control Branch Manpower, Plans and Policy Division Deputy Chief of Staff/Manpower Headquarters U.S. Marine Corps Washington, D.C. 20380

Figure 6–4a. Aids to Identification of Nonappropriated Funds Instrumentalities Employment (Continued)

	Army	*Air Force*	*Navy and Marine Corps*
Where to refer questions regarding service			*Department of Navy Civilian MWR Program (including direct hire employees at shipyard cafeterias):* Head, Compensation Section (OP–141D) Staffing and Pay Systems Branch Assistant Deputy Chief of Naval Operations Department of the Navy Washington, D.C. 20370 *Other activities not listed above:* Deputy Assistant Secretary of the Navy (CCP/EEO) Department of Navy Pentagon, Room 5D833 Washington, DC 20350

S6–2. Service Computation Dates

S6–2.1 *Coverage*

This section explains how to figure and record service computation dates (SCDs) for leave accrual and for reduction-in-force (RIF) purposes. It is to be used after you have verified periods of service and found them to be creditable as explained in S6–1.

S6–2.2 *SF 144, Statement of Prior Federal Civilian and Military Service*

a. *Use by an employee*. An employee completes Part I of the SF 144 to claim a period of military service or a period of civilian service which was not listed on the application for the position to which he/she is being appointed.

b. *Use by the employing agency*. The agency uses the back of the form to list periods of creditable service and to record the SCD established for leave accrual and reduction-in-force purposes. The agency may also use the form to compute and record service dates for other purposes, such as total civilian service or total service in employing agency.

S6–2.3 *How to compute an SCD for leave and for RIF purposes*

a. *General*. If employee has no prior creditable service, the SCD is the date of appointment. If an employee has prior creditable service, the SCD will be the date obtained by subtracting from employee's entrance on duty date the total of his/her previous creditable service.

b. *Adding and subtracting calendar dates*.

(1) *Numerical Equivalent Date*. When adding or subtracting calendar dates, the first step is to convert the dates to a year-month-day equivalent. Use the last two digits of the year, the number of the month in the year and the number of the day. For example, calendar date July 31, 1977 converts to 77-07-31. (The last two digits of the year are 77; July is the 7th month of the year; 31 is the day of the month.) Another Example is December 31, 1974 which converts to 74-12-31. (The last two digits of year are 74; December is the 12th month of the year; 31 is the day of the month.) Note that each element of the numerical calendar date (year-month-day) is separated by a hyphen (-).

(2) *Adding*. Work each date column separately. See the following example.

Year		Month		Day
75	-	07	-	14
+ 65	-	07	-	14
140	-	14	-	28

(3) *Subtracting*.

(a) Work each element of the calendar date separately beginning with day, then month and finally year.

(b) Change the elements of the date from which subtracting when it is necessary to make the calculation possible. For this purpose, each month is equivalent to 30 days and 12 months are equivalent to one year.

Year		Month		Day
73	—	19	—	37
~~74~~	—	~~08~~	—	~~07~~
−65	—	10	—	14
8	—	9	—	23

c. *Converting to a realistic calendar date*. The answer obtained when one period of service (or the sum of several periods of service) is subtracted from a calendar date will not always be a realistic date. The month may be zero (0) or more than 12; the day may be zero (0) or more than the maximum number of calendar days for the month shown. When the subtraction results in one of the month-day relationships shown below, the date must be converted to a realistic one. (See table 6–C.) Remember that during a leap year, February has 29 days instead of its usual 28 days. A leap year occurs every four years—1940, 1944, 1948, 1952, etc.

"Month" Figure	*"Day" Figure*
2 (February)	0 29 or more (30 in a leap year)
4 (April) 6 (June) 9 (September) 11 (November)	0 31 or more

"Month" Figure	*"Day" Figure*
1 (January)	0
3 (March)	32 or more
5 (May)	
7 (July)	
8 (August)	
10 (October)	
12 (December)	

d. *Methods of computation.* An SCD can be computed in one of two ways:

Method # 1

Add together all ending dates of service. From this figure subtract the total of all beginning dates of service, and convert the result to a year-month-day figure. When this method of SCD calculation is used, the back of the SF 144 may be used as a worksheet. In the example below, the employee EOD's (enters on duty) on October 29, 1979, and has prior service from July 14, 1965–July 27, 1974 and from July 14, 1975–July 28, 1975.

Ending Dates	Beginning Dates
75-07-29*	75-07-14
+ 74-07-28*	+ 65-07-14
149-14-57	140-14-28

*To the ending date of each period of service, add 1 day. This is necessary because separations are effective at the end of the day and failure to add the "1" would result in the separation day not being counted.

149-14-57 (Total of Ending Dates)
− 140-14-28 (Total of Beginning Dates)
9- 0-29 Prior Creditable Service

79-10-29 EOD Date
− 9- 0-29 Prior Creditable Service
70-10- 0 =
70- 9-30 SCD

Method # 2

Compute the amount of creditable service for each period of service and total these amounts. For each period of service, add one day to the separation date to insure that the day the employee separates is counted in your computations. To obtain the SCD, subtract total creditable service from the EOD date. When this method of SCD calculation is used, the calculations may be done on a separate sheet and the results then recorded on the back of the SF 144. In the example below, the same EOD and prior service dates are used as were used in the example above.

75-07-~~28~~29* Ending Date
− 75-07-14 Beginning Date
0-15 Creditable Service

74-07-~~27~~28* Ending Date
− 65-07-14 Beginning Date
9- 0-14

0-15 Prior Service
9-0-14 Prior Service
9-0-29 Prior Creditable Service

79-10-29 EOD Date
− 9- 0-29 Prior Creditable Service
79-10- 0 =
79- 9-30 SCD

The method you use is up to you; each has its advantages and disadvantages. Method #1 requires fewer steps to calculate the SCD and the back of the SF 144 can be used for the calculations. One disadvantage is that three- and four-digit figures are often used in the calculations, increasing the opportunity for mathematical error; also, where periods of service have overlapped (such as military active duty for training during a period of civilian employment or concurrent employment in two agencies), it is very easy to inadvertently give double credit for the service. Method #2 computes service chronologically, thus eliminating the chance of giving the employee double credit for service. And, since only one- or two-digit figures are used, the chance for error in addition or subtraction is reduced. The disadvantages are that more individual computations are required and the calculations will not fit on the back of the SF 144.

e. *Examples.* Two examples are included to show how an SCD is computed.
   (1) Example 1 uses the first method of SCD calculation:
      —Figure 6–5 gives a situation involving prior Federal civilian and military service.

- —Figure 6–6 shows the SF 144, Part I, as completed by the employee.
- —Figure 6–7 shows the SF 144, Parts II and III, as completed by the personnel office.
- —Figure 6–8 explains the entries in Parts II and III, of Figure 6–7.

(2) Example 2 uses the second method of SCD calculation:

- —Figure 6–9 gives a situation involving a person retired from military service.
- —Figure 6–10 shows the SF 144, Parts II and III, as completed by the personnel office.
- —Figure 6–11 explains the entries in Parts II and III of Figure 6–10.

f. *When adjustment of SCD may be necessary.* Because all months are not of equal length (some have 30 days, some have 31 days and February has 28 or 29 days), occasionally SCD calculations for a person with continuous service will result in his/her SCD differing from the date on which his/her service really began. In these cases, the SCD should be adjusted so that it reflects the actual date on which the employee began his/her period of continuous Federal Service.

Example: Employee begins Federal Service on 03-13-76 and transfers to another agency on 06-1-78.

		05-31	
78-05-~~31~~32	Ending Date	78-~~06~~-~~01~~	EOD Date
−76-03-13	Beginning Date	−02-02-19	Prior Service
02-02-19	Prior Service	76-03-12	

In this case, adjust the SCD to 03-13-76, the beginning date of employee's continuous service.

Example: Employee begins Federal Service on 03-13-76 and transfers to another agency on 03-01-79.

		14	
78-14-29		78-~~15~~-31	
~~79~~-~~02~~-~~28~~	Ending Date	~~79~~-~~03~~-~~01~~	EOD Date
−76-03-13	Beginning Date	−02-11-16	Prior Service
02-11-16	Prior Service	76-03-15	

In this case, adjust the SCD to 03-13-76, the beginning date of employee's continuous service.

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Figure 6–5. Counting Total Service—Example 1 (Using Method #1 to Compute SCD)

A. On May 2, 1977, John A. Doe enters on duty in Agency X with an appointment for more than 90 days.

B. The employee's SF 171 shows the following periods of Federal civilian and military service:

June 28, 1965–June 30, 1973: Active military service.

July 2, 1973–November 30, 1973: civilian service with Agency A, the Census Bureau, Department of Commerce, as a collector of cotton statistics.

July 29, 1974–December 29, 1976: civilian service in Agency C.

January 3, 1977–April 30, 1977: civilian service with Agency D as a Presidential Transition employee.

C. The employee also claimed on SF 144 the following additional periods of Federal civilian and military service;

December 1, 1973–December 31, 1973: civilian service with Agency B, the Post Office, as a temporary Christmas employee.

July 14, 1973–July 28, 1973 and July 13, 1974–July 27, 1974: Annual active duty for Reserve Training.

D. Each of the periods of service has been verified.

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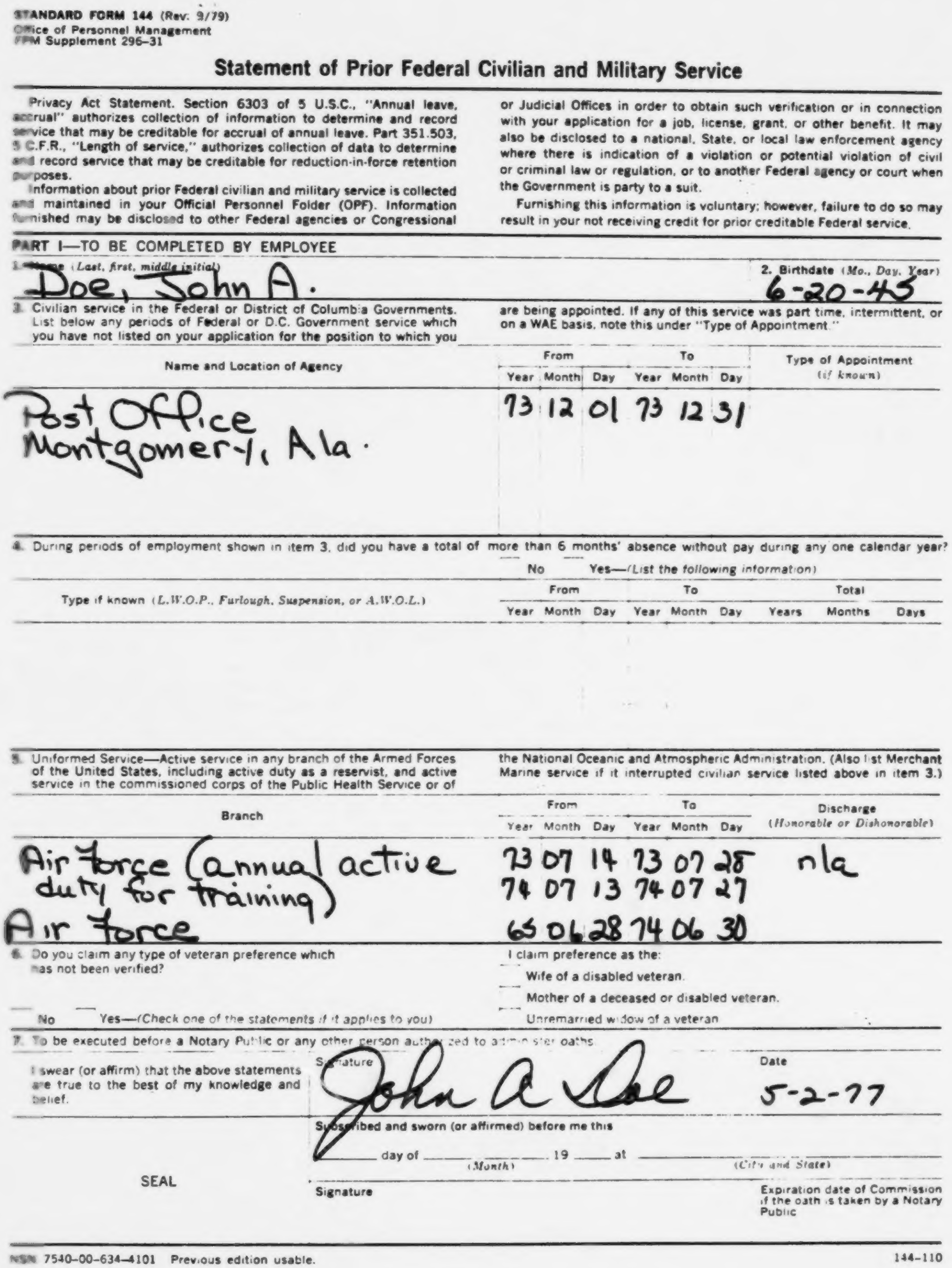
Figure 6–6. SF 144 (FRONT) Example 1



STANDARD FORM 144 (Rev. 9/79)
Office of Personnel Management
FPM Supplement 296–31

Statement of Prior Federal Civilian and Military Service

Privacy Act Statement. Section 6303 of 5 U.S.C., "Annual leave, accrual" authorizes collection of information to determine and record service that may be creditable for accrual of annual leave. Part 351.503, 5 C.F.R., "Length of service," authorizes collection of data to determine and record service that may be creditable for reduction-in-force retention purposes.

Information about prior Federal civilian and military service is collected and maintained in your Official Personnel Folder (OPF). Information furnished may be disclosed to other Federal agencies or Congressional or Judicial Offices in order to obtain such verification or in connection with your application for a job, license, grant, or other benefit. It may also be disclosed to a national, State, or local law enforcement agency where there is indication of a violation or potential violation of civil or criminal law or regulation, or to another Federal agency or court when the Government is party to a suit.

Furnishing this information is voluntary; however, failure to do so may result in your not receiving credit for prior creditable Federal service.

PART I—TO BE COMPLETED BY EMPLOYEE

1. Name (*Last, first, middle initial*): Doe, John A.

2. Birthdate (*Mo., Day, Year*): 6-20-45

3. Civilian service in the Federal or District of Columbia Governments. List below any periods of Federal or D.C. Government service which you have not listed on your application for the position to which you are being appointed. If any of this service was part time, intermittent, or on a WAE basis, note this under "Type of Appointment."

Name and Location of Agency	From			To			Type of Appointment (*if known*)
	Year	Month	Day	Year	Month	Day	
Post Office Montgomery, Ala.	73	12	01	73	12	31	

4. During periods of employment shown in item 3, did you have a total of more than 6 months' absence without pay during any one calendar year?

☐ No ☐ Yes—(*List the following information*)

Type if known (*L.W.O.P., Furlough, Suspension, or A.W.O.L.*)	From			To			Total		
	Year	Month	Day	Year	Month	Day	Years	Months	Days

5. Uniformed Service—Active service in any branch of the Armed Forces of the United States, including active duty as a reservist, and active service in the commissioned corps of the Public Health Service or of the National Oceanic and Atmospheric Administration. (Also list Merchant Marine service if it interrupted civilian service listed above in item 3.)

Branch	From			To			Discharge (*Honorable or Dishonorable*)
	Year	Month	Day	Year	Month	Day	
Air Force (annual active duty for training)	73	07	14	73	07	28	n/a
	74	07	13	74	07	27	
Air Force	65	06	28	74	06	30	

6. Do you claim any type of veteran preference which has not been verified?

☐ No ☐ Yes—(*Check one of the statements if it applies to you*)

I claim preference as the:
☐ Wife of a disabled veteran.
☐ Mother of a deceased or disabled veteran.
☐ Unremarried widow of a veteran

7. To be executed before a Notary Public or any other person authorized to administer oaths.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

Signature: John A Doe

Date: 5-2-77

Subscribed and sworn (or affirmed) before me this ______ day of ______ (*Month*), 19 ____ at ______ (*City and State*)

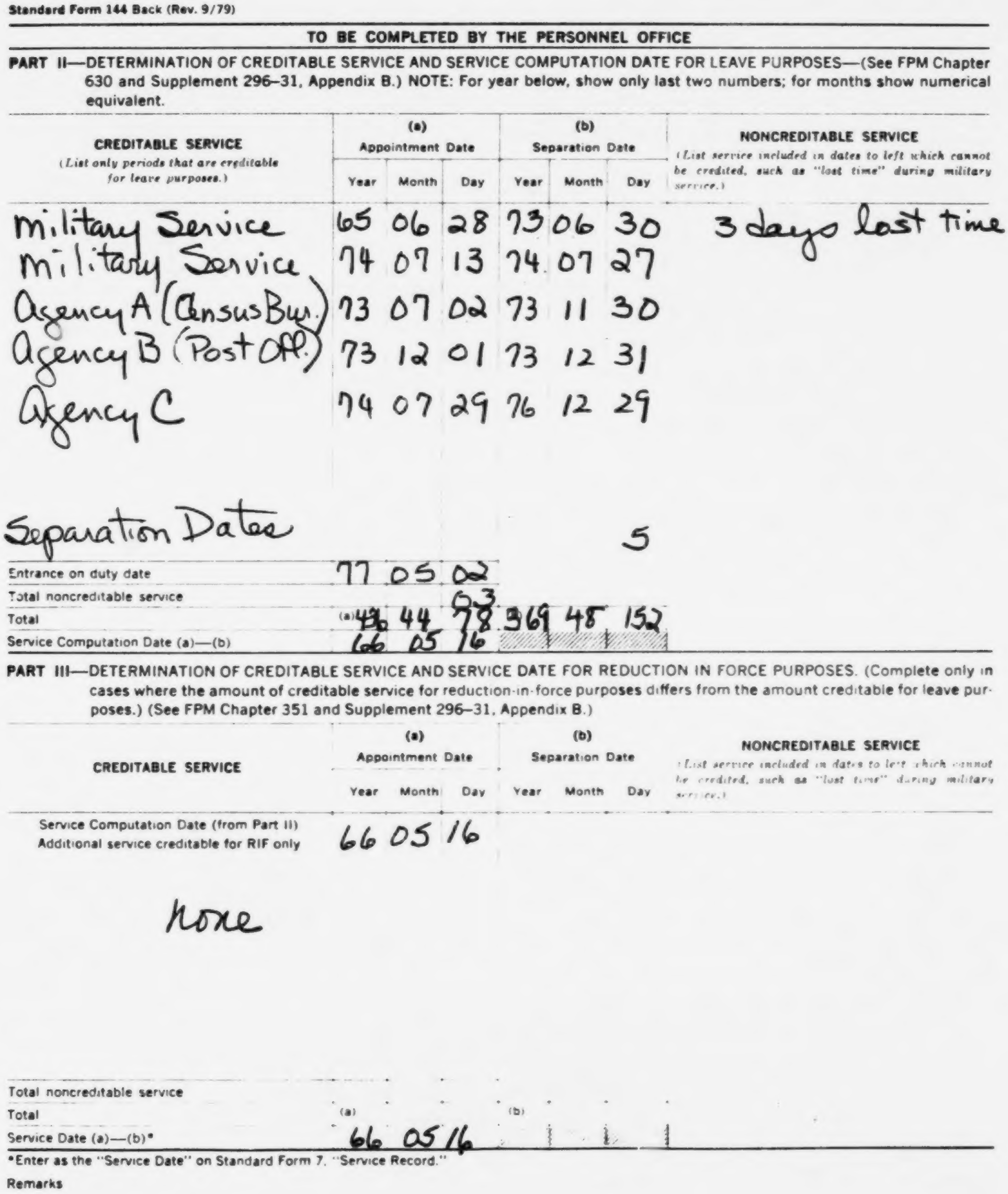
SEAL

Signature

Expiration date of Commission if the oath is taken by a Notary Public

NSN 7540-00-634-4101 Previous edition usable. 144-110

Figure 6–7. SF 144 (REVERSE) Example 1



Standard Form 144 Back (Rev. 9/79)

TO BE COMPLETED BY THE PERSONNEL OFFICE

PART II—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES—(See FPM Chapter 630 and Supplement 296–31, Appendix B.) NOTE: For year below, show only last two numbers; for months show numerical equivalent.

CREDITABLE SERVICE (*List only periods that are creditable for leave purposes.*)	(a) Appointment Date			(b) Separation Date			NONCREDITABLE SERVICE (*List service included in dates to left which cannot be credited, such as "lost time" during military service.*)
	Year	Month	Day	Year	Month	Day	
Military Service	65	06	28	73	06	30	3 days lost time
Military Service	74	07	13	74	07	27	
Agency A (Census Bur.)	73	07	02	73	11	30	
Agency B (Post Off.)	73	12	01	73	12	31	
Agency C	74	07	29	76	12	29	
Separation Dates						5	
Entrance on duty date	77	05	02				
Total noncreditable service			03				
Total	(a) 436	44	78	369	48	152	
Service Computation Date (a)—(b)	66	05	16				

PART III—DETERMINATION OF CREDITABLE SERVICE AND SERVICE DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in cases where the amount of creditable service for reduction-in-force purposes differs from the amount creditable for leave purposes.) (See FPM Chapter 351 and Supplement 296–31, Appendix B.)

CREDITABLE SERVICE	(a) Appointment Date			(b) Separation Date			NONCREDITABLE SERVICE (*List service included in dates to left which cannot be credited, such as "lost time" during military service.*)
	Year	Month	Day	Year	Month	Day	
Service Computation Date (from Part II) Additional service creditable for RIF only	66	05	16				
None							
Total noncreditable service							
Total	(a)			(b)			
Service Date (a)—(b)*	66	05	16				

*Enter as the "Service Date" on Standard Form 7, "Service Record."

Remarks

Figure 6–8. Explanation of Entries in Figure 6–7

A. Part II, Creditable Service and SCD for Leave.

1. The period of active military service for training from 73-7-14 to 73-7-28 is not creditable for leave because the service was during the period of creditable service with the Census Bureau—double credit for the same time period is prohibited.
2. No. of Separation Dates. There are 5 in column B. Entry is under Day in column B.
3. Total Noncreditable Time. The 3 days lost time are entered under "days" in column A.
4. Total. The entries in column A are added and the sum is entered; the same is done for column B.
5. Service Computation Date for Leave. This was obtained by subtracting the sum of column B from the sum of column A.

53
5-4~~1~~-168
43~~6~~-44- 7~~8~~
369-48-152
66-05-16

B. Part III, Creditable Service and SCD for RIF. The service creditable for RIF is the same as the service creditable for leave. Therefore, the SCD for RIF is the same as the SCD for leave. The only entries needed in Part III—in the example—are in column A.

Note: There are instances when a period of civilian or military service is creditable for leave or RIF but not for both purposes. When this occurs, Part III is used to compute and record SCD—RIF; follow the steps explained in Part III.

Figure 6–9. Counting Total Service—Example 2 (Using Method #2 to Compute SCD)

A. On May 1, 1978 Jane B. Doe entered on duty in Agency X with an appointment for more than 90 days.

B. The employee's SF 171 shows no prior Federal civilian service and none is claimed. The following military service is shown on the SF 171:

June 26, 1958–August 31, 1974: Active military service.

C. The active military service was verified by comparison with the military discharge. It was also determined that:

(1) The separation from military service was honorable and was because of disability retirement. The disability was not as a result of armed conflict or caused by an instrumentality of war. (This was verified by a letter to the uniformed service from which the person retired.)

(2) The Vietnam Service Medal was awarded for service in Vietnam from January 24, 1972 to January 24, 1973. (This was verified by an OPM Form 813 sent to her Military Records Center.)

(3) There is no Lost Military Service Time.

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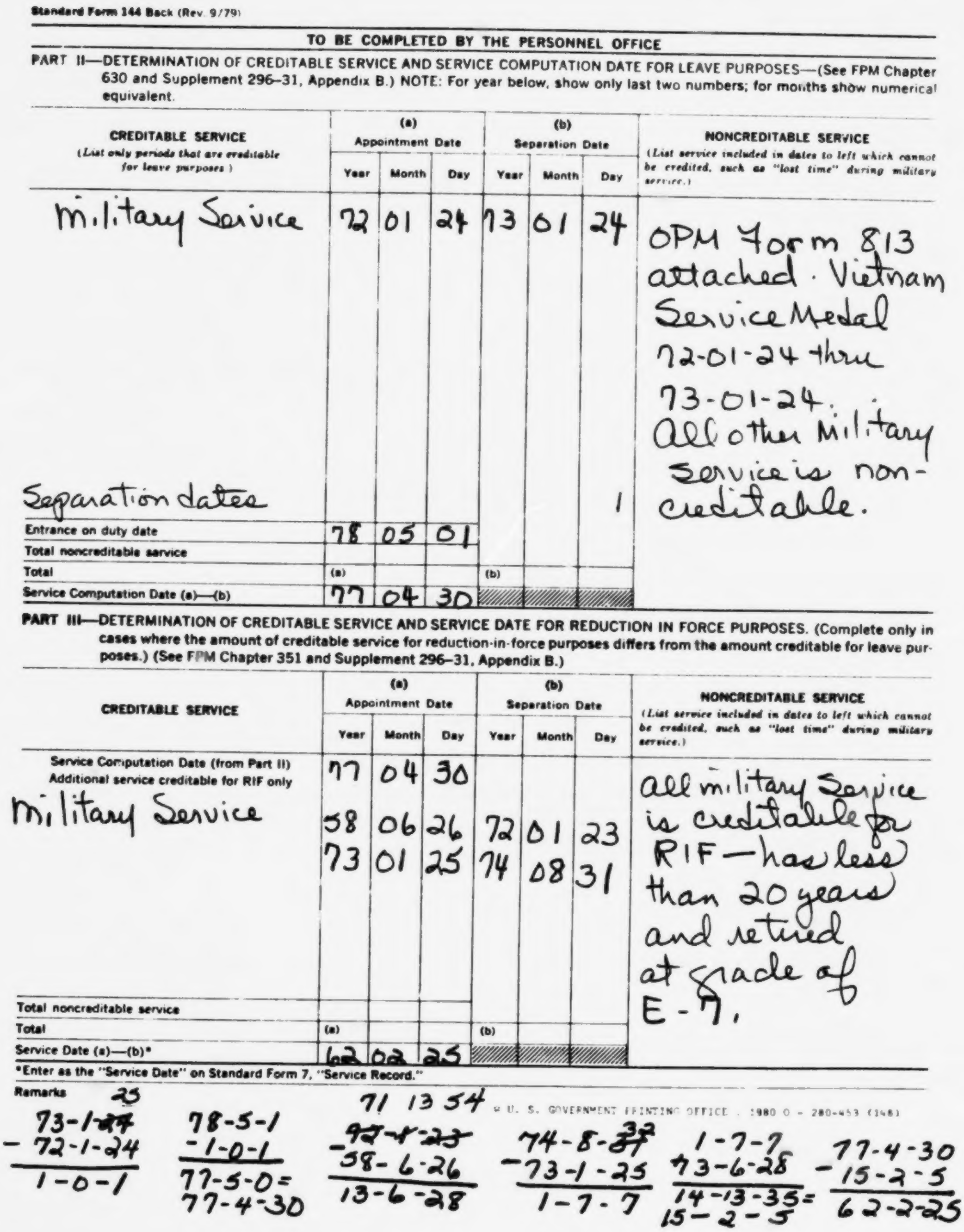
Figure 6–10. SF 144 (REVERSE) Example 2



Standard Form 144 Back (Rev. 9/79)

TO BE COMPLETED BY THE PERSONNEL OFFICE

PART II—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES—(See FPM Chapter 630 and Supplement 296–31, Appendix B.) NOTE: For year below, show only last two numbers; for months show numerical equivalent.

CREDITABLE SERVICE *(List only periods that are creditable for leave purposes.)*	(a) Appointment Date			(b) Separation Date			NONCREDITABLE SERVICE *(List service included in dates to left which cannot be credited, such as "lost time" during military service.)*
	Year	Month	Day	Year	Month	Day	
Military Service	72	01	24	73	01	24	OPM Form 813 attached. Vietnam Service Medal 72-01-24 thru 73-01-24. All other Military service is non-creditable.
Separation dates						1	
Entrance on duty date	78	05	01				
Total noncreditable service							
Total	(a)			(b)			
Service Computation Date (a)—(b)	77	04	30	▨	▨	▨	

PART III—DETERMINATION OF CREDITABLE SERVICE AND SERVICE DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in cases where the amount of creditable service for reduction-in-force purposes differs from the amount creditable for leave purposes.) (See FPM Chapter 351 and Supplement 296–31, Appendix B.)

CREDITABLE SERVICE	(a) Appointment Date			(b) Separation Date			NONCREDITABLE SERVICE *(List service included in dates to left which cannot be credited, such as "lost time" during military service.)*
	Year	Month	Day	Year	Month	Day	
Service Computation Date (from Part II) Additional service creditable for RIF only	77	04	30				All military Service is creditable for RIF—has less than 20 years and retired at grade of E-7.
Military Service	58	06	26	72	01	23	
	73	01	25	74	08	31	
Total noncreditable service							
Total	(a)			(b)			
Service Date (a)—(b)*	62	02	25	▨	▨	▨	

*Enter as the "Service Date" on Standard Form 7, "Service Record."

Remarks

25
73-1-~~24~~
− 72-1-24
1-0-1

78-5-1
-1-0-1
77-5-0=
77-4-30

71 13 54
-~~72-8-23~~
58-6-26
13-6-28

32
74-8-~~31~~
-73-1-25
1-7-7

1-7-7
13-6-28
14-13-35=
15-2-5

77-4-30
-15-2-5
62-2-25

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Figure 6–11. Explanation of Entries in Figure 6–10

A. Part II. Creditable Service and SCD for Leave.

1. Only the military service for which the Vietnam Service Medal was awarded may be credited for leave.
2. No. of Separation Dates. There is 1 in column B and that number is entered in column B under Day.
3. Total Noncreditable Time. There was none so no entry is needed here.
4. Compute prior creditable service by subtracting beginning date of military service from ending date (remember to increase ending date by "1").

$$\begin{array}{r} 25 \\ 73\text{-}1\text{-}2\cancel{4} \\ 72\text{-}1\text{-}24 \\ \hline 1\text{-}0\text{-}\ 1 \end{array}$$

5. Service Computation Date for Leave. This was obtained by subtracting from date of entry on duty (EOD date), employee's prior creditable service.

$$\begin{array}{l} 78\text{-}5\text{-}1 \\ \ \ 1\text{-}0\text{-}1 \\ \hline 77\text{-}\cancel{5}\text{-}\cancel{0}\ = \\ 77\text{-}4\text{-}30 \end{array}$$

B. Part III. Creditable Service and SCD for RIF.

1. SCD for Leave. The SCD computed in Part II is entered
2. Additional Creditable Service for RIF. Those periods of military service not creditable for leave are entered. All of the military service is creditable for RIF because the military retirement was based on less than 20 years of service.
2. No. of Separation Dates. There are 2 in column A and that number is entered under Day.
4. Compute additional service creditable for RIF subtracting the beginning date of each period of military service from the ending date of each period of service. Add these together to get total prior creditable service.

$$\begin{array}{r} 12\text{-}54 \\ 71\text{-}1\cancel{3}\text{-}\cancel{5}\cancel{3} \\ \cancel{7}\cancel{2}\text{-}\cancel{0}\cancel{1}\text{-}\cancel{2}\cancel{3} \\ 58\text{-}\ 6\text{-}26 \\ \hline 13\text{-}\ 6\text{-}28 \end{array} \qquad \begin{array}{r} 32 \\ 74\text{-}8\text{-}\cancel{3}\cancel{1} \\ 73\text{-}1\text{-}25 \\ \hline 1\text{-}7\text{-}\ 7 \end{array} \qquad \begin{array}{l} 13\text{-}6\text{-}28 \\ \ \ 1\text{-}7\text{-}\ 7 \\ \hline 14\text{-}1\cancel{3}\text{-}\cancel{3}5 = \\ 1\cancel{4}\text{-}1\cancel{4}\text{-}5 \\ 15\text{-}2\text{-}5 \end{array}$$

5. To obtain SCD, subtract from SCD established for leave, total of *additional* service which is creditable for RIF only.

$$\begin{array}{r} 77\text{-}4\text{-}30 \\ -\ 15\text{-}2\text{-}\ 5 \\ \hline 62\text{-}2\text{-}25 \end{array}$$

S6–2.4 *Change in SCDs.*

a. *Events causing change.* During an employee's service in an agency, there are several possible events which would result in need to change one or more SCDs. When any of the events listed occur, a new SF 144 and an SF 50 should be prepared to show the new SCD(s).

—Employee claims creditable civilian or military service not previously credited; (See subchapter 25.)

◆ —Employee's work schedule changes from intermittent to part-time or full-time. ◆

—Employee returns to duty after a furlough (not a furlough for active military service) of more than six months in a calendar year; (See subchapter 16.)

—Employee returns to duty (see subchapter 16) from a nonpay status of more than six months in a calendar year because of:

- LWOP (not because of an on-the-job injury for which benefits are paid under 5 U.S.C. subchapter 81);
- Absence without leave;
- Suspension:

—Employee is removed from the Temporary Disability Retirement List (TDRL) and discharged from his/her uniformed service. The employee can now receive credit for *all* of his/her active military service.

b. *Employee's performance rating changes.* Four years are subtracted from the RIF service date for an employee whose current performance rating is outstanding and two years for an employee whose current rating is between satisfactory and outstanding. (This results in the employee being credited with two or four more years of service.) A performance rating is usually valid for only one year. If the employee's rating changes during the next rating period, his/her SCD for RIF must be recomputed and the two or four additional years of service added back to the service date for RIF. Do not issue an SF 50 to change a service date for RIF.

c. *SCDs for employees with intermittent work schedules* are recomputed annually at the end of the calendar year. A day of credit is given for each day worked. A day on which an employee works (whether more *or* less than 8 hours) is reported as a day. Figure 6–12 shows how to convert intermittent days worked to months and days of creditable service.

S6–2.5 *Instructions for Use of SF 144.*

a. *New appointments.*

(1) Have employee complete front side of SF 144 when:

—appointment is for 90 days or more, or

—during this appointment employee will complete 90 days of continuous service. (This can occur when employee has several successive appointments without a break in service.)

(2) Review service listed by employee, if any, and follow instructions in table 6–D.

b. *Other cases.*

When an SCD must be changed because of circumstances discussed in paragraph 4 above:

(1) list all of employee's creditable and verified service on the reverse of a new SF 144;

(2) also list any period of time or other factors discussed in paragraph 4 which will affect SCD;

(3) compute new SCD and record it on the form;

(4) remove and destroy any previous SF 144 on file on the right side of the OPF. *Do Not* destroy any supporting documents attached to it; they should be attached to the new SF 144;

(5) file new SF 144 on permanent (right) side of OPF directly under the SF 50 for Change in SCD action which results.

c. *Computing SCD.*

Follow instructions in paragraph 3 to compute an SCD. When Method # 1 is used to figure the SCD, the computation is done on the reverse of the SF 144 and the SCD is entered on the same side of the form. When Method #2 is used, the computations may be done in the "remarks" section of the back of the form or on a separate sheet of paper. When a separate sheet is used, only the SCD is recorded on the reverse of the SF 144; the sheet(s) on which the SCD is computed is attached to the SF 144 and filed with it in the OPF.

d. *Documents Supporting SF 144.*

When an SF 144 is retained as a permanent document, file it, with any attachments, on the permanent side of the OPF immediately below the SF 50 to which the SCD computation

relates. (This will be the SF 50 for the appointment in your agency or for a Chg in SCD action.) When the employee has furnished copies of orders or other documents, attach a copy of the document(s) to the SF 144 or attach a sheet of plain, lettersize paper to the SF 144 and record on it the verification of service. The notation must identify the type of service, the beginning and ending dates of the service, the document used to make the verification (by name, number and date), and have the signature, title and office address of the person making the verification. Letters verifying Public Health Service and NOAA service, OPM Form 813, or SF 180 may also be attached to the SF 144. When the SF 144 which the documents or orders supported is replaced by one containing additional or corrected information, the supporting documents should be removed and attached to the new SF 144 so that they remain a permanent part of the employee's OPF.

e. *Other SCD's*.

In addition the service computation dates for leave accrual and for reduction-in-force purposes, you may be asked to compute SCD's for other purposes.

(1) *SCD for Retirement Eligibility.* Follow the instructions in FPM Supplement 831-1, subchapter S3, to determine amount of employee's prior service which is creditable for retirement purposes. Subtract that amount from employee's date of appointment to determine SCD for retirement.

(2) *SCD for Civilian Service*. An SCD for civilian service only may occasionally be required to determine eligibility for certain awards or for studies on work force characteristics. This date is obtained by subtracting from the employee's appointment date his/her total amount of prior creditable civilian service.

Table 6–C Converting to a Realistic Calendar Date

RULE	A *If Month is*	B *And Day is*	C *Then*	D *And*	E *And*
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation
2	0	0	Subtract 1 from year	Change month to 11	Change Day to 30
3		1–31		Change month to 12	Do not change day
4		32 or more	Divide Days by 30	Add result to month	Use remainder for Day (see Note 1)
5	1	0	Subtract 1 from year	Change month to 12	Change Day to 31
6		32 or more	Divide Days by 30	Add result to month	Use remainder for Day (see Note 1)
7	2	0	Subtract 1 from month		Change Day to 31
8		29 or 30	Change day to 28		
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see Note 1)
10	3	0	Subtract 1 from month		Change Day to 28
11		32 or more	Divide Days by 30	Add result to month	Use remainder for Day (see Note 1)
12	4, 6, 9, or 11	0	Subtract 1 from month		Change Day to 31
13		31 or more	Divide Days by 30	Add result to month	Use remainder for Day (see Note 1)
14	5, 7, 8, 10 or 12	0	Subtract 1 from month		Change Day to 30 (see Note 2)
15		32 or more	Divide Days by 30	Add result to month	Use remainder for Day (see Note 1)

NOTES:

[1] When proper Month-Day relationship (see S6–2.3c) is not created, use Rule that applies to situation.

[2] When new month is 7 (July), use 31 rather than 30.

Figure 6-12. 260-Day Work Year Chart

(Days worked (when-actually-employed) shown in column b through m are expressed in terms of credit time by the corresponding months in the headings and the days in column a.)

a	*b*	*c*	*d*	*e*	*f*	*g*	*h*	*i*	*j*	*k*	*l*	*m*
Days	*Under 1 mo.*	*1 mo. and up*	*2 mo. and up*	*3 mo. and up*	*4 mo. and up*	*5 mo. and up*	*6 mo. and up*	*7 mo. and up*	*8 mo. and up*	*9 mo. and up*	*10 mo. and up*	*11 mo. and up*
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	242
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18			83		126	148		191	213		256
26		40	62		105	127		170	192		235	257
27	19	41	63	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

Table 6–D Processing SF 144 for Appointment Actions

R U L E	A	B	C	D	E
	If employee	*And*	*Then*	*And*	*And*
1	Has no prior government service		SCD is same as date of this appointment	File SF 144 on left side of OPF as a temporary record	
2	Claims service which was previously claimed and verified	Since last SCD was computed has had no time in nonpay status, break in service or intermittent employment	Use SCD which is already established		
3		Has had break in service or time in nonpay status since last SCD was computed	Recompute SCD (see Note 1)	Remove and destroy any SF 144 now on right side of OPF and replace it with one showing new SCD (see Note 2)	
4	Claims service which has *not* previously been claimed and verified		Verify service and list all verified creditable service on back of SF 144	Compute new SCD and record on back of SF 144 (see Note 1)	Remove and destory any SF 144 now on right side of OPF and replace it with one showing new SCD (see Note 2)

NOTES:

1. When employee's uniformed service includes Lost Time, subtract it from creditable service before computing SCD. Lost Time is not active uniformed service and is not creditable (see S6–1.1B).
2. When the SF 144 being removed from the OPF has documents attached to it which were used to established or verify dates of prior military or civilian service, these should be attached to the current SF 144 and refiled.

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#7 Adjudication of Vet Pref Claims

Subchapter 7. Adjudication of Veteran Preference Claims

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Subchapter 7. Adjudication of Veteran Preference Claims

S7–1. Coverage.

This subchapter explains how to adjudicate a claim for veteran preference and how to document and record the preference which is allowed. The subchapter also describes the proof or evidence needed to establish each type of preference and explains how and where to obtain additional information regarding military service.

S7–2. Definitions.

a. *Active duty or active military duty* means full-time duty with military pay and allowances in ◆ the armed forces, except for training, for determining physical fitness or for service in the Reserves or National Guard. Active duty does include "annual" active duty for training, but excludes weekend Reserve meetings. ◆

b. *Armed Forces*. The United States Army, Navy, Air Force, Marine Corps, and Coast Guard.

c. *Ex-serviceperson*. A person who was separated from active duty performed in peace or war. (A person on active duty may be an ex-serviceperson because of separation from previous active duty.)

d. *Discharge under honorable conditions* means either an honorable or a general discharge from the armed forces. The term does not apply to the honorable discharge given an enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

e. *General discharge* is discharge granted under honorable conditions.

f. *Amnesty or clemency discharge* is not considered to be a discharge under honorable conditions.

g. *Uniformed services*. The armed forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration (formerly the Environmental Science Services Administration, Coast and Geodetic Survey).

h. *Spouse* means legal husband or wife. Common law marriage is recognized for preference, if valid under the laws of the place where the parties lived at the time of the marriage.

i. *Veteran* means a person who was separated with an honorable discharge or under honorable conditions from active duty in the armed forces performed

   (1) in a war; *or*

   (2) in a campaign or expedition for which a campaign badge has been authorized; *or*

   (3) during the period beginning April 28, 1952, and ending July 1, 1955; *or*

   (4) for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning February 1, 1955 and ending October 14, 1976. (Section 702 of Public Law 94–502, enacted October 15, 1976, abolishes peacetime preference for those entering active duty after October 14, 1976, *unless* they serve in a campaign or war or meet the definition of "disabled veteran."

j. *Disabled veteran* means a person who was separated under honorable conditions from active duty in the armed forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Veterans Administration or a military department.

k. *Separation and Divorce:*

   (1) A separated mother is a mother living apart from the father of the veteran on whose service she bases her claim. The separation need not be approved by a court of law but must be *bona fide* and permanent.

   (2) A legal separation is a separation *a mensa et thoro* (from bed and board) by court decree, which frees one party from the presence and control of the other party but does

not dissolve the marriage tie. The legal separation requirement applies only to a *remarried* mother, (i.e., a woman who was married, had a child (the Veteran), divorced, and then married someone other than the father of the Veteran. She must now be *legally* separated from this other man in order to obtain consideration for Mother preference.)

S7-3. Entitlement to Veteran Preference.

A person separated from active duty in the armed forces under honorable conditions or the person's spouse, widow, widower or mother is entitled to veteran preference for appointment, reduction-in-force (RIF) and other purposes when certain legal requirements are met. (See 5 U.S.C. 2108; 5 U.S.C. 35.) The requirements that claimants for veteran preference must meet and the types of veteran preference granted are explained in table 7.

S7-4. Responsibility for Preference Determinations.

The Office of Personnel Management is responsible for determining whether a person is entitled to veteran preference, but has delegated to agencies authority to make veteran preference determinations in a number of personnel actions.

a. The *OPM* is responsible for making preference determinations for claimants who apply for examinations (5-pt. tentative preference and 10-pt.), on claims for spouse and mother preference based on service-connected disability of the veteran, and claims based in part on common law marriage. The OPM:

(1) Adjudicates preference claims received from agencies and individuals on the basis of the information given in the claim, the documents supporting the claim, and information the OPM gets from the uniformed services, the Veterans Administration, or the General Services Administration's National Personnel Records Center (Military).

(2) Sends claimants who apply for examinations, notices of allowance or disallowance of claims for 10-point preference, and returns to the claimants documents filed with their claims. (Notices are not sent to ex-servicepersons who claim 5-point preference.)

(3) Allows 5-point tentative preference to veterans and to persons on active military duty who claim 5-point preference or who claim 10-point preference but furnish insufficient evidence to establish 10-point preference, when these claims are filed in connection with examinations.

(4) Gets from the Veterans Administration confidential information on the nature and extent of the veteran's disability in claims for spouse and mother preference.

(5) Notifies the employee's agency when it allows or withdraws preference after the employee's appointment.

(6) Reviews agency preference determinations, both inside and outside the competitive service, in appeals under 5 U.S.C. 3502 and 3512 (formerly sections 12 and 14 of the Veteran's Preference Act of 1944, as amended).

(7) Decides appeals from preference determinations made by agencies.

b. *The employing agency:*

(1) Adjudicates claims filed with it for 5-point preference, and claims filed with it by veterans for 10-point disability and compensable disability preference.

(2) Verifies 5-point tentative preference allowed by the OPM.

(3) Sends claimants notices of allowance or disallowance of claims it adjudicates (or advises them as to what additional information is needed on the claim), and returns to the claimants documents filed with the claims.

(4) Sends to the OPM:

  (a) claims it is unable or unauthorized to adjudicate;

  (b) notice when one of its employees no longer is entitled to preference once allowed by the OPM or when an eligible certified by the OPM was granted preference (or tentative preference) erroneously or is ➧ otherwise ➧ no longer entitled to preference.

(5) Withdraws preference from an employee granted preference by the agency when the employee is no longer entitled to it.

(6) Records allowance, disallowance, change in type, or withdrawal of preference, fol-

lowing instructions in subchapter 27, to prepare the SF 50 for Chg in Vet Pref. When an employee's Official Personnel Folder contains proof of preference (such as DD 214 or SF 15), no additional documentation needs to be obtained in order for the employee's preference to continue, and the agency does not need to approve or record it again.

c. *The uniformed services*. The uniformed services give the OPM and agencies information needed to adjudicate preference claims.

d. *The Veterans Administration*. The Veterans Administration gives the OPM and agencies information necessary to adjudicate preference claims. (Disclosure of the nature and extent of a veteran's disability is restricted.)

e. *The General Services Administration*. The General Services Administration's National Personnel Records Center (Military) gives the OPM and agencies information from armed forces records in its custody.

S7–5. Evidence Required to Establish Preference.

Figures 7–1 through 7–7 describe the evidence needed to establish preference. Official documents issued by the uniformed services, the Veterans Administration, or the General Services Administration,[1] are required to establish:

(1) compliance with the requirements for active duty and for separation under honorable conditions; and

(2) the following facts, when they are needed:

  (a) that active duty was in a war; in the period April 28, 1952, through July 1, 1955; for more than 180 consecutive days, other than for training, during the period beginning February 1, 1955 and ending October 14, 1976; or in a campaign or expedition for which a campaign badge is authorized;

  (b) existence of a service-connected disability or receipt of compensation, pension, or disability retirement;

  (c) that a veteran has a compensable service-connected disability of 10 percent but less than 30 percent, or 30 percent or more;

  (d) death of a veteran in the line of duty.

S7–6. Getting Additional Information on Uniformed Service.

a. *Uniformed services*. Agencies must get more information from the uniformed services when:

(1) The proof of separation does not clearly show whether the separation was honorable, under honorable or satisfactory conditions, or dishonorable.

(2) There is doubt whether active duty was performed.

(3) The military service was under fraudulent enlistment (misrepresentation of age or marital status).

(4) The veteran was classed as a conscientious objector in World War I.

(5) The proof of separation states that the veteran was "wholly retired".

(6) Supporting documents show evidence of erasure or alteration.

b. *Armed Forces records*. Standard Form 180 (figure 7–11) is used by agencies to request information from the armed forces and the General Services Administration. The form shows where to write for armed forces personnel records and explains what identifying information is needed to locate an employee's armed forces record.

c. *Public Health Service and National Oceanic and Atmospheric Administration records.* Requests for information about the records of former commissioned members of these organizations should be sent to the addresses below. Make these requests by letter; do not use SF 180.

U.S. Public Health Service
Retirement, Annuity and Benefits Section/CBB
Commissioned Personnel Operations Division, OPM/OM
Room 4–35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

National Oceanic and Atmospheric Administration
Commissioned Personnel Division
Attn: NC–1
Rockville, Maryland 20852

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[1] Information from the General Services Administration which is based on official documents of the armed forces is used on the same basis as information received directly from the armed forces.

S7-7. Claims for Veteran Preference.

A person may claim preference in connection with an examination, or with eligibility on a civil service register. A separate claim is needed for each examination. An employee may file a preference claim with his/her agency at any time. Claims for 10-point preference are filed on SF 15, *Claim for 10-point Veteran Preference*. Claims for 5-point preference are filed on SF 171 or any other approved form the agency wishes to use.

S7-8. Dual Preference.

Both a mother and a spouse (including widow or widower) may be entitled to preference on the basis of one veteran's service if they both meet the requirements. But both the veteran and the spouse may not have preference based on the veteran's service alone. Also, both the veteran and the veteran's mother may not have preference based on the veteran's service.

S7-9. Assuring Identity of Veteran.

When the name of a veteran on a preference claim is different from the name on the discharge, the agency must decide whether it has enough evidence to prove that the person on whose service the claim is based is the same person named on the discharge. When the evidence is insufficient, the claimant should be asked to furnish the fingerprints of the veteran on Standard Form 87, *Fingerprint Chart*. Send the SF 87 with a covering letter to: Director, Federal Bureau of Investigation, Attention: Identification Division, Washington, D.C. 20537. State in the letter that you need to identify the veteran whose fingerprints are enclosed, for the purpose of establishing veteran preference for Federal employment. When the ex-veteran is deceased or prints otherwise are unavailable, the claimant should be asked to furnish affidavits from two reputable and disinterested persons as proof of the veteran's identity.

S7-10. Disqualifying Service-Connected Disability.

◆ The existence of a service-connected disability of sufficient severity to conclude that the veteran is disqualified by his or her disability for civil service appointment or another position along the general lines of his or her usual occupation may be presumed when the veteran is unemployed and

- the veteran is rated by appropriate military or Veterans Administration authorities to be 100% disabled and/*or* unemployable;
- the veteran has retired, been separated or resigned from a civil service position on the basis of a disability which is service-connected in origin; or
- the veteran has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. ◆

S7-11. Aiding Claimants.

A person who adjudicates preference claims should make every effort to help each claimant perfect a claim. For example, the person may be able to help the claimant by writing a letter or making a telephone call to expedite the securing of needed evidence. In any case the employee must make sure that the claimant knows what must be done to perfect the claim.

S7-12. Adjudicating Claims of Eligibles on Registers.

Generally, agencies must verify tentative 5-point preference of eligibles selected from a certificate before they enter on duty. An agency may not appoint an eligible before verifying the preference if preference is an appointment factor. When an eligible claims 10-point preference, the claim should be adjudicated as explained in S7-16. When an eligible who is already on the rolls claims a type of preference that has once been allowed, as shown by documents in the Official Personnel Folder, the claim need not be adjudicated again. (See S7-14 regarding lost or changed preference.)

S7-13. Preference Preserved.

a. *Service before June 27, 1944*. Preference authorized by any law, Executive order, rule, or regulation in effect on June 27, 1944, (the date of the Veterans' Preference Act of 1944), and based on peacetime military service, is preserved. However, such peacetime ex-servicepersons (or their spouses or unmarried widows/widowers) have preference only for reduction-in-force purposes. Preserved preference eligibility depends upon the following:

(1) the ex-serviceperson (or the spouse or widow/widower) was a Federal employee on June 27, 1944, and has been a Federal employee continuously since that date without a break in service of more than one workday; *or*

(2) the ex-serviceperson (or the spouse or widow/widower) was on a register of eligibles on June 27, 1944, was appointed from that register, and has been a Federal employee continuously since that appointment without a break in service of more than one workday.

b. *Break in service*. For preservation of preference based on peacetime service before June 27, 1944, the time between an employee's separation by reduction-in-force and reemployment from the reemployment priority list is not a break in service.

S7–14. Preference Lost or Changed.

(a) *Withdrawal of preference*. An agency or the OPM may withdraw preference when it finds a person is no longer entitled to it. However, a person no longer entitled to one form of preference may be entitled to another. For example, a person who no longer qualifies for 10-point compensable-disability preference may qualify for 10-point disability preference. A person who protests an agency's withdrawal of preference should be advised to ask the OPM to review the withdrawal.

(b) *Forms of preference lost or changed*. Here are examples of forms of preference that may be withdrawn or changed:

(1) *Preserved preference*. This preference is withdrawn when the preference eligible has a break in service of one workday. Wife preference preserved is withdrawn when the exserviceperson dies.

(2) *Wife of nonservice-connected disabled veteran*. Preference allowed a wife, before June 27, 1944, on the basis of her husband's nonservice-connected disability is withdrawn when the wife has a break in service of one workday.

(3) *Service in Coast Guard Reserve (temporary)*. Preference for this service was discontinued November 4, 1944, except for full-time active duty, with pay and allowances, at shore stations or on Coast Guard vessels.

(4) *Compensable disability*. This form of preference is withdrawn when the service connected disability is rated less than 10 percent, unless the veteran still receives compensation, pension, or disability retirement; a veteran who loses compensable disability preference may, however, be entitled to disability preference.

(5) *Disability*. This preference is withdrawn when the veteran recovers from the service-connected disability, unless he or she still receives compensation, pension, or disability retirement; a veteran who loses disability preference may, however, be entitled to 5-point preference.

(6) *Spouse*. The spouse of a veteran loses preference based on the veteran's service when the veteran:

(a) is divorced from her or him; or

(b) recovers from a service-connected disability to an extent it no longer disqualifies him or her for civil service appointment ◆ or other positions ◆ along the general lines of his or her usual occupation; or

(c) dies (when a veteran dies, his/her spouse may be entitled to widow or widower preference).

(7) *Widow or widower*. A veteran's widow or widower loses preference based on the veteran's service when she or he remarries:

◆ (i) If that marriage is annulled, he or she may apply for restoration of preference.

(ii) If that marriage is to a veteran, and the veteran later dies, he or she may be entitled to preference based on *that* veteran's service. ◆

(8) *Mother*.

(a) Preference allowed a mother on the basis of the death or disability of a veteran is withdrawn when she:

—reunites (i.e., re-establishes cohabitation) with the veteran's father, unless the father is permanently and totally disabled; or

—remarries, unless her husband is permanently and totally disabled.

(b) Preference allowed a mother on the basis of the disability of a veteran is withdrawn when the veteran:

—dies, or

—recovers to the extent that the veteran is no longer ◆ totally and permanently disabled. ◆

S7–15. Effect of Lost Preference.

Personnel actions already taken and based on preference are not affected when preference is withdrawn.

No action, of course, may be based on preference after it is withdrawn.

S7-16. Instructions.

a. Review application (and CS Certificate of Eligibles if appointee was selected from a certificate) to see if he/she is claiming Veteran Preference.

  (1) If no preference is claimed or if 10-point preference was allowed by OPM when appointee applied for an examination, follow instructions in *k* below.

  (2) If OPM granted appointee 5-point tentative preference, follow instructions below to verify and record preference.

  (3) If appointee claims preference that has not been allowed or adjudicated, follow the instructions below to adjudicate and record preference.

b. Use figures 7-1 through 7-7 to see what kind of evidence or documentation is required for the type of preference being claimed.

c. Ask appointee to submit required evidence or documentation if he/she has not already submitted it.

d. If the name of a veteran on a preference claim is different from the name on the discharge, you must decide whether you have enough evidence to prove that the person on whose service the claim is based is the same person named on the discharge. If you feel the evidence is insufficient, ask the claimant to furnish the fingerprints of the veteran on Standard Form 87, *Fingerprint Chart,* and send the SF 87 to the Federal Bureau of Investigation, Department of Justice, Attention: Identification Division, Washington, DC 20537. When the ex-veteran is deceased, or prints otherwise are unavailable, ask the claimant to furnish affidavits from two reputable and disinterested persons in proof of the veteran's identity.

e. Use figure 7-8 to verify that the service described in the evidence submitted is actually uniformed service for veteran preference purposes.

f. When preference claimed requires the veteran's service to have been during a war or during a campaign or expedition for which a campaign badge is authorized, use the claimant's evidence and figure 7-9 to decide if the veteran's service is qualifying.

g. If 10-point preference of any type is being claimed, ask claimant to complete SF 15, *Claim for 10-Point Veteran Preference,* if he/she has not already done so. (See figure 7-10 for sample of SF 15.)

h. If additional armed forces records are needed to perfect the claim, use SF Form 180 to request them; follow completion and submission instructions on the back of the form.

i. If records must be obtained from the Office of a State Adjutant General, use figure 7-12 to find the address to which the request should be directed.

j. Document Allowance of Preference.

  (1) When you decide that the appointee is entitled to the preference claimed on Standard Form 171 or similar form, ask the appointing officer (or the personnel specialist who approved the action) to fill in and sign the blanks provided on the form. When preference is claimed on Standard Form 15, *Claim for 10-Point Veteran Preference,* ask the appointing officer (or personnel specialist) to fill in and sign the blanks provided under part V of the form. When evidence of service-connected disability is required after six months, the appointing officer (or personnel specialist) needs only to reverify the preference allowed by initialing and dating the original SF 15. The accompanying evidence or proof should be returned to the claimant.

  (2) When the preference eligible is a retired member of one of the uniformed services, you must also decide whether to grant him/her veteran preference in reduction-in-force. The conditions under which a retired member is entitled to preference in a reduction-in-force are shown in table 8-D.

  If the eligible meets any one of the conditions, veteran preference in a reduction-in-force must be granted. Any determination that the person is not entitled to preference in a reduction-in-force is entered on the Notification of Personnel Action. (See subchapter 8.)

k. Record Preference on SF 50.

  (1) When preference has been adjudicated at the time of appointment, enter preference allowed in block 5 of SF 52.

  (2) When preference is adjudicated after the appointment SF 50 has been issued, or when preference previously allowed is changed or disallowed, follow instructions in subchapter 27 to prepare the SF 50.

Table 7. Entitlement to Veteran Preference (See Note 1.)

R U L E	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be granted preference for*	
					Appointment	*RIF*
1	The veteran	during a war			Yes— 5 point	Yes
2		in a campaign or expedition for which a campaign badge is authorized				
3		during the period April 28, 1952 through July 1, 1955				
4		for more than 180 days during the period February 1, 1955 through October 14, 1976				
5		at any time	was awarded the Purple Heart		Yes— 10 Point Disability	
6			receives compensation, pension or disability retired pay from Veteran's Administration or the uniformed services			
7			has a service-connected disability (See Note 3)	less than 10 percent compensable		

Table 7. Entitlement to Veteran Preference (See Note 1.) (continued)

RULE	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be granted preference for*	
					Appointment	*RIF*
8	The veteran	at any time	has a service-connected disability	at least 10 percent but less than 30 percent compensable	Yes-10 point compensable disability	Yes
9				30 percent or more compensable	Yes-10 point/30 percent compensable	Yes (See Note 2)
10	The spouse of the veteran			disqualifying for civil service appointment in the veteran's usual occupation	Yes-10 point spouse (See Note 4)	Yes (See Note 4)
11	The veteran's natural mother who is widowed, divorced or separated or is married and living with a husband who is totally and permanently disabled (See Note 5)		has a service connected disability (See Note 3)	Total and permanent	Yes–10 point mother (See Note 4)	Yes (See Note 4)
12		during the period cited in Rule 1, Rule 2, or Rule 3	died under honorable conditions while on active duty			
13	The unremarried widow or widower of the Veteran				Yes–10 point widow or widower (See Note 4)	
14			died after honorable separation from active duty			

Table 7. Entitlement to Veteran Preference ◆ (See Note 1.) ◆

R U L E	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be granted preference for*	
					Appointment	*RIF*
1	The veteran	during a war			Yes— 5 point	Yes ★★
2		in a campaign or expedition for which a campaign badge is authorized				
3		during the period April 28, 1952 through July 1, 1955				
4		for more than 180 days during the period February 1, 1955 through October 14, 1976				
5		at any time	was awarded the Purple Heart		Yes— 10 Point Disability	
6			receives compensation, pension or disability retired pay from Veteran's Administration or the uniformed services			
7			has a service-connected disability (See Note 3)	less than 10 percent compensable		

Table 7. Entitlement to Veteran Preference ♦ (See Note 1.) ♦ (continued)

RULE	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be granted preference for*	
					Appointment	*RIF*
8	The veteran	at any time	has a service-connected disability	at least 10 percent but less than 30 percent compensable	Yes-10 point compensable disability	Yes ★★
9				30 percent or more compensable	Yes-10 point/30 percent compensable	Yes (See Note ★★ 2)
10	The spouse of the veteran			disqualifying for civil service appointment in the veteran's usual occupation	Yes-10 point spouse (See Note 4)	Yes (See Note 4)
11	The veteran's natural mother who is widowed, divorced or separated or is married and living with a husband who is totally and permanently disabled (See Note 5)		has a service connected disability (See Note 3)	Total and permanent	Yes–10 point mother (See Note 4)	Yes (See Note 4)
12		during the period cited in Rule 1, Rule 2, or Rule 3	died under honorable conditions while on active duty			
13	The unremarried widow or widower of the Veteran				Yes–10 point widow or widower (See Note 4)	
14			died after honorable separation from active duty			

Table 7. Entitlement to Veteran Preference (See Note 1.)

R U L E	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be*	*granted preference for*
					Appointment	*RIF*
1	The veteran	during a war			Yes— 5 point	Yes
2		in a campaign or expedition for which a campaign badge is authorized				
3		during the period April 28, 1952 through July 1, 1955				
4		for more than 180 ◆ consecutive ◆ days ◆ any part of which occurred ◆ during the period February 1, 1955 through October 14, 1976				
5		at any time	was awarded the Purple Heart		Yes— 10 Point Disability	
6			receives compensation, pension or disability retired pay from Veteran's Administration or the uniformed services			

Table 7. Entitlement to Veteran Preference (See Note 1.) (continued)

RULE	A	B	C	D	E	F
	If the claimant for preference is	And the Veteran's active duty was	And the Veteran	And the Veteran's service-connected disability is	Then he/she may be	granted preference for
					Appointment	RIF
7	The veteran	at any time	has a service-connected disability (See Note 3)	less than 10 percent compensable	Yes-10 Point Disability	Yes
8			has a service-connected disability	at least 10 percent but less than 30 percent compensable	Yes-10 point compensable disability	
9				30 percent or more compensable	Yes-10 point/30 percent compensable	Yes (See Note 2)
10	The spouse of the veteran			disqualifying for civil service appointment in the veteran's usual occupation	Yes-10 point spouse (See Note 4)	Yes (See Note 4)

Table 7. Entitlement to Veteran Preference (See Note 1.) (continued)

R U L E	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be*	*granted preference for*
					Appointment	*RIF*
11	The veteran's natural mother who is widowed, divorced or separated or is married and living with a husband who is totally and permanently disabled (See Note 5)	at any time	has a service connected disability (See Note 3)	Total and permanent	Yes–10 point mother (See Note 4)	Yes (See Note 4)
12		during the period cited in Rule 1, Rule 2, or Rule 3	died under honorable conditions while on active duty			
13	The unremarried widow or widower of the Veteran				Yes–10 point widow or widower (See Note 4)	
14			died after honorable separation from active duty			

Table 7. Entitlement to Veteran Preference (See Note 1.) (continued)

R U L E	A	B	C	D	E	F
	If the claimant for preference is	*And the Veteran's active duty was*	*And the Veteran*	*And the Veteran's service-connected disability is*	*Then he/she may be granted preference for*	
					Appointment	*RIF*
11	The veteran's natural mother who is widowed, divorced or separated or is married and living with a husband who is totally and permanently disabled (See Note 5.)	at any time	has a service connected disability (See Note 3.)	Total and permanent	Yes–10 point mother (See Note 4.)	Yes (See Note 4.)
12		during the period cited in Rule 1, Rule 2, or Rule 3	died under honorable conditions while on active duty			
13	The unremarried widow or widower of the Veteran				Yes–10 point widow or widower	
14			died after honorable separation from active duty			

Table 7. Entitlement to Veteran Preference (continued)

NOTES:

1. A retired member of the uniformed service must meet additional conditions in order to be considered a preference eligible for purposes of appointment and reduction in force.
   a. To be considered a preference eligible for appointment purposes, he/she must be a disabled veteran OR have retired below the rank of major or its equivalent. (For this purpose, disabled veteran is one who has served on active duty in the armed forces, has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Veterans' Administration or a military department. 5 U.S.C. 2108)
   b. To be considered a preference eligible for reduction-in-force purposes, he/she must meet the criteria explained in table 8–D.

   Use figure 7–13 to determine when a retiree's grade was below that of major or its equivalent.
2. A veteran with a 30 percent compensable disability whose performance has not been rated unacceptable is entitled to be retained in preference to other preference eligibles in a reduction-in-force.
3. A person with a service-connected disability under 38 U.S.C. 106(e) because of an injury or disease incurred while en route to or returning from a place of induction or entry into active duty is entitled to 10 point preference. This entitlement does not extend to spouse, widow, widower, or mother preference.
4. Only OPM can grant preference to mother or spouse of veteran ◆ the basis of the veteran's disability. When OPM has granted preference for appointment, preference is applicable, also, for RIF purposes, provided there has been no change in the employee's marital status, or in the veteran's disability or employment status. Send claim for mother or spouse preference to the OPM area office servicing the appointing personnel office; send claim for spouse preference from a *common-law* spouse to the Office of General Counsel, OPM, Washington, DC 20415.

   (Note that a widow or widower is *not* a spouse; agencies can grant preference to widows and widowers.) ◆
5. The natural mother must be married to the father of the veteran on whom the claim is based or be separated, divorced, or widowed from him. In addition, she must be:
   a. living with her husband (either the father of the veteran on whom the claim is based or a husband by a subsequent marriage) who is totally and permanently disabled; or,
   b. separated, divorced, or widowed from all husbands by subsequent marriages.

Figure 7-1. Proof Claimant Meets Veteran Preference Requirements—All Types of Preference

Requirement	*Evidence*
1. That the person on whose service the preference claim is based served on fulltime active duty in the Armed Forces of the United States.	The fact that a person served on full-time active duty in the Armed Forces of the United States is established by any of the documents listed under paragraph A on the reverse of Standard Form 15. Certified or photostatic copies are acceptable. Evidence submitted as proof of service on active duty must show the following: (1) That the active duty was in the Armed Forces of the United States. For rulings on whether service in a particular capacity or organization is qualifying for veteran preference see Figure 7–8. a. *Service with military allies.*—Service in the armed forces of military allies of the United States does not meet this requirement. b. *Draft registrants.*—A person cannot be considered to have served in the Armed Forces of the United States merely because of registration under the draft. c. *Conscientious objectors.*—Conscientious objectors ★ ★ fall into two main groups: —Those inducted into the armed forces for noncombatant services; and —Those opposed to participation in any kind of military service, combatant or noncombatant, and assigned to a civilian camp for service in a civilian capacity in lieu of induction. Persons in the first group are considered to have been on active duty in the armed forces. Persons in the second group are not considered to have served in the armed forces. (2) That the active duty was on a full-time basis, and was not solely for training or for determining physical fitness. a. Members of the U.S. Coast Guard Reserve (Temporary) who served during World War II on part-time or intermittent duty only are not eligible for preference benefits. b. Active duty for *training only*, regardless of the length of duty, does not meet this requirement.[1] c. An initial period of active duty for training (generally three to six months) under section 511(d) of title 10 following an enlistment in the Army National Guard or the Air National Guard or as a Reserve for service in the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve, does not meet this requirement.

[1] Service during the annual 15-day training period of the Naval Marine Corps and Coast Guard Reserve is duty for training purposes only.

Figure 7–1. Proof Claimant Meets Veteran Preference Requirements—All Types of Preference (continued)

Requirement	*Evidence*
1. That the person on whose service the preference claim is based served on full-time active duty in the Armed Forces of the United States. (Continued)	d. A person called to active duty and separated after the entrance physical examination as physically unfit is not considered to have performed active duty unless DD Form 214 shows active duty or unless a DD Form 217, Certificate of Satisfactory Service, from one of the armed forces is furnished. DD 217 was cancelled in September 1965. e. Induction into the armed forces under the Selective Service Act of May 18, 1917, the Selective Training and Service Act of September 16, 1940, the Selective Service Act of 1948 (Universal Military Training and Service Act), or the Military Selective Service Act of 1967, as amended (50 U.S.C. App. 459) is considered to be induction for active duty, not for training purposes only. (3) That military pay and allowances were received for the active duty performed. a. Members of the U.S. Coast Guard Reserve (Temporary) who served on full-time active duty during World War II at Coast Guard Headquarters and at defense plants received civilian (not military) pay and allowances. They are not entitled to preference. Certificate of separation of a member of a Reserve unit or the National Guard or Air National Guard of the United States must show that the person had been called or mustered into active Federal service. Any of the following notations on a separation certificate is proof of performance of active duty: 1. The award of mustering-out pay of World War II. 2. The award of mustering-out pay based on service on or after June 27, 1950.
2. That the person on whose service the preference claim is based was separated from active duty in the Armed Forces of the United States under honorable conditions.[2]	Separation from active duty is accomplished in any of the following ways: (1) Discharge; (2) Transfer from the active to inactive list (either to the reserve or to the retired list); (3) Acceptance of a resignation. That a person was separated [3] is established by any of the documents listed on the reverse of Standard Form 15. Certified or photostatic copies are acceptable.[4] "Orders" or "Letters" are sometimes used for separations.

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[1] Service during the annual 15-day training period of the Naval Marine Corps and Coast Guard Reserve is duty for training purposes only.

[2] Subsequent discharge under conditions other than honorable does not affect the right to preference on the basis of honorable separation from prior service. However, the right to be admitted to civil service examinations may be lost temporarily because of the reason for the separation under other than honorable conditions from the latest period of military service. The term "honorable conditions" does not apply to the honorable discharge given to an enlisted person to be commissioned an officer without a break in service. In this situation, the officer's discharge must be under honorable conditions.

[3] A document submitted as evidence of separation is acceptable only if dated on or after the date of actual separation.

[4] On the written request of an ex-service person, the General Services Administration's National Personnel Records Center (Military Personnel Records) will him or her a copy of his/her DD 214.

Figure 7-1. Proof Claimant Meets Veteran Preference Requirements—All Types of Preference (continued)

Requirement	*Evidence*
2. That the person on whose service the preference claim is based was separated from active duty in the Armed Forces of the United States under honorable conditions.[2] (Continued)	That the separation was under honorable conditions is determined in any one of the following ways: (1) The word "honorable" or "satisfactory" on the document of separation.[5] (2) The notation on the separation certificate of a World War II veteran of the grant of the honorable discharge button or the award of mustering-out pay. (3) The notation on the separation certificate of a veteran who served on or after June 27, 1950, of the award of mustering-out pay. The following types of separation are considered honorable: (1) An official notice from the service department that a member of the armed forces died in action. (2) Release from military service because of undue hardship, under section 4 of the Service Extension Act of 1941 (55 Stat. 627). (3) Transfer of commissioned and enlisted personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard to the retired list because of physical disability, length of service, or age. A certificate which merely states that a member of the armed forces has been "wholly retired" is not necessarily evidence of honorable separation. (4) Transfer to the Fleet Reserve (Naval and Marine). (5) Statement from uniformed service that a member died under honorable conditions while on active duty. A separation from the armed forces because of fraudulent enlistment (misrepresentation of age or marital status) may be honorable or under conditions other than honorable.

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[2] Subsequent discharge under conditions other than honorable does not affect the right to preference on the basis of honorable separation from prior service. However, the right to be admitted to civil service examinations may be lost temporarily because of the reason for the separation under other than honorable conditions from the latest period of military service. The term "honorable conditions" does not apply to the honorable discharge given to an enlisted person to be commissioned an officer without a break in service. In this situation, the officer's discharge must be under honorable conditions.

[5] Blue discharge certificate on WD AGO 53—56, issued on and after January 1, 1945, were definitely not under honorable conditions.

Figure 7–2. Additional Proof Required for Veteran Preference Claim Based on Campaign or Expeditionary Service

The requirements and evidence in Figure 7–1 must be met and also the following:

Requirement	*Evidence*
That the veteran's service was in a campaign or expedition for which a campaign badge (service medal) has been authorized. (If service in a campaign or expedition falls within a period of war, within the period April 28, 1952, through July 1, 1955, or for more than 180 days during Jan. 31, 1955, through Oct. 14, 1976, the preference claim *of the veteran* is adjudicated on the basis of service and the proof of the award of a campaign badge or service medal is not required. If service in a campaign or expedition falls within a period of war or within the period April 28, 1952, through July 1, 1955, the preference claim of *a mother, widow, or widower* is adjudicated on the basis of service, and the proof of the award of a campaign badge or service medal is not required.)	Notification by the service of the award of a campaign badge or service medal (not the badge or medal itself). Notification includes an entry on DD Form 214, *Armed Forces of the United States—Report of Transfer or Discharge*, showing award of campaign badge or service medal for a campaign or expedition listed in figure 7–9. When entry on DD 214 shows the award without identifying the campaign, the entry is accepted if the DD 214 also shows both active military service during a campaign and overseas service. An Air Force ex-serviceperson who shows entitlement to the Armed Forces Expeditionary Medal and who shows active service during the Cuba Campaign, need not meet the overseas service requirement.

Figure 7–3. Additional Proof Required for Veteran Preference Claim By the Veteran Based on Service-Connected Disability

The requirements and evidence in Figure 7–1 must be met and also the following:

Requirement	*Evidence*
1. That the claimant has a service-connected disability, or is receiving compensation, disability retirement, or pension by reason of public laws administered by the Veterans Administration or by a branch of the armed forces. (Requirement applies to disability preference only.)	Any of the types of evidence listed in Fig. 7–7, Proof of Service-Connected Disability or Receipt of Compensation, Pension, or Disability Retirement. Evidence listed in Fig. 7–7 as "Proof good for one year from date issued" or "Proof good for 18 months from date issued," must be dated not more than one year, or 18 months, respectively, before the preference claim is received. If the Civil Service Commission or OPM previously granted 10-point preference to the veteran on the basis of proof listed in Fig. 7–7 as "Good indefinitely," the notification of the allowance of 10-point preference (good indefinitely) is acceptable in connection with subsequent claims filed by the veteran.
2. That the claimant has a compensable service-connected disability of 10 percent or more. (Requirement applies to compensable disability preference only.)	Any type of evidence listed in Fig. 7–7 as proof that the veteran has a compensable service-connected disability of 10 percent or more.

Figure 7-4. Additional Proof Required for Veteran Preference Claim By the Veteran's Spouse

The requirements and evidence in Figure 7-1 must be met and also the following:

Requirement	*Evidence*
1. That the veteran on whose service the claim is based has service-connected disability. (If the veteran is retired from the uniformed services because of a service-connected disability, the claimant should be instructed to have the veteran obtain an official statement from the uniformed service on the nature and extent of the service-connected disability.)	Any type of evidence listed in Fig. 7-7 under the heading, Evidence of Service-Connected Disability. Those listed under the heading, Evidence of Receipt of Compensation, Pension, or Disability Retirement, are acceptable if the evidence indicates that the payment is for service-connected disability. Evidence listed in Fig. 7-7 as "Proof good for one year, from date issued" or "Proof good for 18 months from date issued." must be dated not more than one year or 18 months, respectively, before the preference claim is received.
2. That the claimant is married to the veteran on whose service the claim is based.	(1) Claimant's statement on Standard Form 15. (Figure 7-10) (2) Marriage certificate, if there is reason to doubt the claimant's statement. (3) Common law marriage.[1] A claim based in part on a common law marriage must be accompanied by: —The claimant's affidavit which shall state: (a) The time, place, and circumstances under which the claimant and the person to whom marriage is claimed agreed to live together as husband and wife; (b) When, where, and how long they lived together thereafter; (c) The names and addresses of persons who know that they lived together as husband and wife in these places and were so acknowledged in those communities; (d) The names of any former husbands or wives of either spouse; and (e) When, where and how each previous marriage was dissolved. —Affidavits of two or more witnesses who know and state: (a) That the parties were recognized as husband and wife, and (b) How long that relationship continued; and —Other evidence required by the laws of the particular State to establish a valid common law marriage. The date of marriage to the veteran has no bearing on right to preference.
3. That the veteran on whose service the claim is based is disqualified by service-connected disability for civil service appointment along the general lines of his or her usual occupation.	◆ A statement about the veteran's employment status (SF-15) *and:* (1) a current statement from appropriate military or VA authority that the veteran is 100% disabled (either temporarily or permanently) or rated as unemployable because of a service-connected disability; or (2) evidence that the veteran has been separated or resigned, or retired from a civil service position on the basis of a disability which is service-connected in origin; or (3) documentary evidence that the veteran has applied for and been disqualified from a civil service position or other position along the lines of his/her usual occupation because of the service-connected disability. ◆

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[1] Common law marriage is recognized for preference, if valid under the laws of the place where the parties lived at the time of the marriage. A claim involving a common law marriage must be forwarded to an OPM office, central or regional, for decision.

Figure 7–5. Additional Proof Required for Veteran Preference Claim By the Veteran's Widow or Widower

The requirements and evidence in Figure 7–1 must be met and also the following:

Requirement	*Evidence*
1. That the claimant was married to the veteran on whose service the claim is based.	(1) Claimant's statement on Standard Form 15. (Figure 7–10) (2) Marriage certificate, if there is reason to doubt the claimant's statement. (3) Common law marriage.[1] A claim based in part on a common law marriage must be accompanied by: —The claimant's affidavit which shall state: (a) The time, place, and circumstances under which the claimant and the person to whom marriage is claimed agreed to live together as husband and wife; (b) When, where, and how long they lived together thereafter; (c) The names and addresses of persons who know that they lived together as husband and wife in these places and were so acknowledged in those communities; (d) The names of any former husbands or wives of either spouse; and (e) When, where, and how each previous marriage was dissolved. —Affidavits of two or more witnesses who know and state: (a) That the parties were recognized as husband and wife, and (b) How long that relationship continued; and —Other evidence required by the laws of the particular State to establish a valid common law marriage. The date of marriage to the veteran has no bearing on right to preference.
2. That the veteran is actually or legally dead.	(1) Claimant's statement on Standard Form 15, and (2) (a) If the spouse died in service, notice from the service giving date of death in line of duty,[2] or (b) If the spouse disappeared after honorable separation, affidavits from two or more disinterested persons, certifying that the veteran has not been seen or heard from for at least seven years. (3) In cases not covered by (2) above a death certificate required if *there is reason to doubt the claimant's statement*.
3. That the claimant's remarriage was annulled. (Requirement applies to claimant for widow or widower preference who remarried after death of the veteran spouse.)	(1) A certification from the Veterans Administration that entitlement to pension or compensation has been restored because of annulment of the remarriage.[3] (2) A certified copy of the court decree of annulment.

[1] Common law marriage is recognized for preference, if valid under the laws of the place where the parties lived at the time of the marriage. A claim involving a common law marriage must be forwarded to an OPM office, central or regional, for decision.

[2] A missing-in-action notice is not acceptable.

[3] Restoration of benefits under Public Law 91-376 does not constitute proof that the marriage was annulled.

Figure 7-6. Additional Proof Required for Veteran Preference Claim By Veteran's Mother

The requirements and evidence in Figure 7-1 must be met and also the following:	
Requirement	*Evidence*
1. That the claimant is the natural mother[1] of the ex- service person.	Claimant's statement on Standard Form 15. (See Figure 7-10.)
2. That the claimant is, or was, married to the father of the veteran on whose service her claim is based.	(1) Claimant's statement on Standard Form 15. (Figure 7-10) (2) Marriage certificate, if there is reason to doubt the claimant's statement. (3) Common law marriage.[2] A claim based in part on a common law marriage must be accompanied by: —The claimant's affidavit which shall state: (a) The time, place, and circumstances under which the claimant and the person to whom marriage is claimed agreed to live together as husband and wife; (b) When, where, and how long they lived together thereafter; (c) The names and addresses of persons who know that they lived together as husband and wife in these places and were so acknowledged in those communities; (d) The names of any former husbands or wives of either spouse; and (e) When, where, and how each previous marriage was dissolved. —Affidavits of two or more witnesses who know and state: (a) That the parties were recognized as husband and wife, and (b) How long that relationship continued; and —Other evidence required by the laws of the particular State to establish a valid common law marriage. The date of marriage to the father of the veteran has no bearing on right to preference.
3. That the husband of a claimant for mother preference is permanently and totally disabled. (Requirement applies to mother preference only if the claimant is presently living with the husband.)	◆ A statement from the husband's physician showing the nature and extent of injury or illness, and prognosis, indicating that disability is total and permanent. (Simple statement of total and permanent disability is *not* sufficient. Additional information about the nature and extent of condition must contain sufficient detail that conclusion about disability can be sustained by additional medical authority if questions arise.) ◆
4. That the veteran on whose service the claim is based has service-connected disability. (If the veteran is retired from the uniformed services because of a service-connected disability, the claimant should be instructed to have the veteran obtain an official statement from the uniformed service on the nature and extent of the service-connected disability.)	Any type of evidence listed in Fig. 7-7 under the heading. Evidence of Service-Connected Disability. Those listed under the heading, Evidence of Receipt of Compensation, Pension, or Disability Retirement, are acceptable if the evidence indicates that the payment is for service-connected disability. Evidence listed in Fig. 7-7 as "Proof good for 1 year from date issued" or "Proof good for 18 months from date issued." must be dated not more than 1 year or 18 months, respectively, before the preference claim is received. Evidence for mother preference must show that the service connected disability is rated permanently and totally disabling.

Figure 7–6. Additional Proof Required for Veteran Preference Claim By Veteran's Mother (continued)

The requirements and evidence in Figure 7–1 must be met and also the following:

Requirement	*Evidence*
5. That the veteran on whose service ◆ the claim is based is totally and permanently disabled. ◆	◆ A statement that the veteran is unemployed and evidence from appropriate military or veterans authority that the veteran is totally and permanently disabled from a service-connected injury or illness. ◆
6. That the veteran lost his or her life under honorable conditions while serving on active duty in the Armed Forces of the United States during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign badge (service medal) has been authorized. (Requirement applies to claims for mother preference based on service of deceased veteran.)	Notice from the service department giving date of death in line of duty.[3]

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[1] A mother of a veteran who was born of a marriage (including common law marriage) to the father of the veteran, as distinguished from a mother by adoption, a stepmother, or a foster mother.

[2] Common law marriage is recognized for preference, if valid under the laws of the place where the parties lived at the time of the marriage. A claim involving a common law marriage must be forwarded to an OPM office, central or regional, for decision.

[3] A missing-in-action notice is not acceptable.

Figure 7–7. Proof of Service-Connected Disability or Receipt of Compensation, Pension, or Disability Retirement

Armed forces means:

—Army;
—Navy;
—Air Force;
—Marine Corps;
—Coast Guard.

Uniformed service means:

—The armed forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration (formerly Coast and Geodetic Survey; Environmental Science Services Administration).

Information from the General Services Administration's National Personnel Records Center (Military Personnel Records) based on armed forces records in its custody is treated the same as information from the armed forces themselves.

The Veterans Administration certificates quoted in this table are standard forms approved by the Administrator of Veterans Affairs. They may be issued by adjudication or contact officers in the field; or by the Director, Compensation, Pension and Education Service, or the Chief of Contact in the central office. When the records so indicate, the certificate shows: "The records of the Veterans Administration show that the veteran was discharged under honorable conditions."

The Veterans Administration regulations provide that, for compensation, the disability must be 10 percent or more, and that noncompensable disabilities are rated at no percent. For preference, however, the noncompensable disability may be evaluated to determine whether the disability exists in some degree. Percentage ratings are not necessary for preference.

The Veterans Administration does not issue a certificate when there is of record a rating which:

—Proposes or accomplishes the severance of the service connection, or

—Calls for discontinuance of payment within six months—unless the rating evaluates the service-connected disability at more than no percent.

Veterans Administration certificates are accepted at face value.

a. Evidence of Service-Connected Disability

Evidence	*Duration of acceptability of evidence*	*Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?*
1. Citation from a uniformed service showing award of the Purple Heart for wounds received in action.	Proof good indefinitely.	No.
2. Statement from a uniformed service showing that an injury was received in action, if issued to war veterans or veterans of the Korean Conflict.	Proof good indefinitely.	No.
3. Veterans Administration certification reading: "This is to certify that the records acceptable to the Veterans Administration in the case of (name of veteran) disclose the existence of an injury received in action."	Proof good indefinitely.	No.

Figure 7–7. (continued)

a. Evidence of Service-Connected Disability (continued)		
Evidence	*Duration of acceptability of evidence*	*Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?*
4. Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration in the case of (name of veteran) disclose, upon medical examination acceptable to the Veterans Administration, the present existence of a service connected disability or disabilities."	Proof good for one year from date issued.	No.
5. Certification from a uniformed service of: —Loss of members of body in line of duty.	Proof good indefinitely.	Yes, but not 30%
6. Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration disclose that (name of veteran) is entitled to disability compensation on account of service-connected disability rated at (30 percent or more) (less than 30 percent)."	Proof good for one year from date issued.	Yes.
7. Statement from uniformed service showing: —Honorable discharge for disability in line of duty; or —Honorable discharge with grant of disability severance pay.	Proof good for six months from date of discharge. Thereafter, the claimant must furnish a standard Veterans Administration certificate.	Yes, if the statement indicates that the disability is 10 percent or more. [Note.—Do not assume that members of the armed forces discharged for service-connected disability have disabilities of 10 percent or more.]
8. Statement from the uniformed service or retirement orders, showing that the retired officer or enlisted person: —Was retired because of permanent service-connected disability; or —Was transferred to the permanent disability retired list; or —Was retired under 10 USC. 1201.	Proof good indefinitely.	Yes, if the statement or retirement orders indicate that the disability is 10 percent or more. [Note.—Do not assume that members of the armed forces permanently retired for disability either before or after October 1, 1949, have disabilities of 10 percent or more.]

Figure 7–7. (continued)

a. Evidence of Service-Connected Disability (continued)

Evidence	*Duration of acceptability of evidence*	*Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?*
9. Statement from the service department, or retirement orders, showing that the retired officer or enlisted person: —Has been transferred to the temporary disability retired list.	Proof good for 18 months from date of retirement. Thereafter, the claimant must furnish an official statement from the service showing continuance on the temporary disability retired list. Statement is good for 18 months from date issued. [Note.—Members of the armed forces placed on the temporary disability retired list are examined each 18 months for five years following the date of retirement: —If as a result of periodic examination the disability is found to be permanent and no less than 30 percent disabling, the veteran's name is placed on the permanent disability retired list. —If at the end of five years a periodic examination shows a permanent disability of less than 30 percent, the veteran is separated from the service concerned and is issued "disability severance pay."]	Yes, if the statement or retirement orders indicate that the disability is 10 percent or more. [Note.—Do not assume that members of the armed forces temporarily retired for service-connected disability have disabilities of 10 percent or more.]

b. Evidence of Receipt of Compensation, Pension, or Disability Retirement From the Veterans Administration or the Uniformed Services

(1) Compensation is money paid by the Veterans Administration for service-connected disability of 10 percent or more.

(2) Disability retirement is money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

(3) Pension is money paid by the Veterans Administration for disability (not necessarily service connected). Pension paid under private law or special act is not pension under public laws administered by the Veterans Administration.

[Note: Money paid for service-connected disability is "compensation," not "pension."]

Figure 7-7. (continued)

b. Evidence of Receipt of Compensation, Pension, or Disability Retirement From the Veterans Administration or the Uniformed Services

Evidence	*Duration of acceptability of evidence*	*Is this document proof that the veteran has a compensable service-connected disability of 10 percent or more?*
1. Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration disclose that (name of veteran) is in receipt of disability compensation on account of service-connected disability rated at (30 percent or more) (less than 30 percent). This payment is made in accordance with public laws administratered by the Veterans Administration."	Proof good for one year from date issued.	Yes.
2. Check from the United States Government payable to the veteran and showing the symbol "VA-Comp' below the amount.	Proof good for one year from date of check.	Yes, but is not proof of 30 percent disability.
3. Uniformed service certificate showing that the retired officer or enlisted person receives permanent disability retirement benefits.	Proof good indefinitely.	Yes, only if the official certification indicates that the disability is service-connected and rated 10 percent or more.
4. Veterans Administration certification reading: "This is to certify that the records of the Veterans Administration disclose that (name of veteran) is in receipt of non-service-connected disability pension. This payment is made in accordance with public laws administered by the Veterans Administration."	Proof good indefinitely.	No.

Figure 7–8. Uniformed Service for Veteran Preference Purposes

[NOTE.—Military service under the veteran preferences laws is:

—Active duty in the Armed Forces of the United States.

—Active service in the Public Health Service which is a basis for entitlement to "full military benefits" under the Public Health Service Act of July 1, 1944.

—Active service in the Coast and Geodetic Survey and successor organizations (NASA, NOAA) under transfer to the jurisdiction of the armed forces under 33 U.S.C. 855.

Right to preference depends on whether the period of uniformed service is recognizable for the type of preference claimed.

When this table is used in determining for reduction-in-force and leave purposes whether service was active military service, make sure not only that the person served in the organization or capacity reported, but also that his service was active military as distinguished from inactive duty or training duty and, for leave purposes, was honorably terminated.]

Capacity or organization in which service is performed	*Is this uniformed service for veteran preference?*
Air Force, service in or in connection with:	
Air Force Nurse Corps	Yes
Air Force Reserve, service on active duty	Yes
Air Force Reserve Officers' Training Corps	No
Air National Guard of the United States (including all Federally recognized units, organizations, and members of the Air National Guard of the several States, Territories and the District of Columbia), when mustered or called into active *Federal service*	Yes
Cadets in the Air Force	Yes
Regular Air Force	Yes
Women in the Air Force	Yes
Air lines under contract	No
Air Transport Field Service	No
Air Transport Service	No
American Field Service	No
American Volunteer Guard	No
Army, service in or in connection with:	
Army field clerks	Yes
Army Nurse Corps	Yes
Army reserve (formerly Organised Reserve Corps), service on active duty[1]	Yes
Army Specialist Corps	No
Army Specialized Training Program[2]	No
Army Transport Service:	
—Commissioned officers of the Army assigned as transport quartermasters in the Army Transport Service	Yes
—Commissioned officers of the Army assigned as transport quartermasters in the Army Transport Service	Yes
—Other personnel	No
Army, service in or in connection with—Continued	
Cadets of the United States Military Academy	Yes
Contract surgeons, service since June 3, 1916	Yes
Female dietetic and physical therapy personnel (exclusive of students and apprentices), service since April 1, 1943	Yes
Licensed female physicians and surgeons, service since April 16, 1943	Yes
National Guard of the United States (including all Federally recognized units, organizations and members of the National Guard of the several States, Territories and the District of Columbia), when called or mustered into active *Federal service*	Yes
Philippine Army (organized military forces of the Government of the Commonwealth of the Philippines, including recognized guerrilla units)[3]	No
Philippine Scouts	Yes
Regular Army	Yes
Reserve Officers' Training Corps	No
Women's Army Auxiliary Corps (WAACS)[4]	No
Women's Army Corps (WACS)	Yes
Women's Medical Specialist Corps	Yes
Auxiliary Military Police	No
Bureau of Marine Inspection and Navigation	No
Cadet Nurse Corps	No
Chaplains:	
Army	Yes
K. of C	No
Navy	Yes

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[1] Service of Reserve officers called to one year's duty under section 1 of the Thomason Act of August 30, 1935 (49 Stat 1028) is considered active duty for preference purposes.

[2] Members of the Enlisted Reserve Corps and Air Corps Enlisted Reserve given academic training in colleges and universities under this program received the training on an inactive duty status.

[3] Service in the organized military forces of the Government of the Commonwealth of the Philippines (including recognized guerilla units) between July 26, 1941, and June 30, 1946, when the forces were in the service of the armed forces of the United States is not service in the military or naval forces of the United States for preference.

[4] Members of the Women's Army Auxiliary Corps served *with* but not *in* the Army. This organization was abolished on September 30, 1943.

Figure 7–8. Uniformed Service for Veteran Preference Purposes (continued)

Capacity or organization in which service is performed	*Is this uniformed service for veteran preference?*
Army, service in or in connection with—Continued	
Y. M. C. A.	No
Chemical Warfare Service	No
Citizens Military Training Camps	No
Civil Aeronautics Administration Pilot Training:	
—Prior to September 1, 1943	No
—After September 1, 1943	Yes
Civil Air Patrol	No
Civilian Conservation Corps:	
Reserve officers of the Army called to active duty with the Civilian Conservation Corps:	
—Service for at least 30 days before July 25, 1939	Yes
—Service after July 25, 1939	No
Other personnel	No
Coast and Geodetic Survey personnel:[5]	
—Service under transfer by the President in time of national emergency to the service and jurisdiction of the armed forces with proper military status (section 16 of the Act of May 22, 1917; 40 Stat. 87, as amended; 33 U.S.C. 855)	Yes
—Service of commissioned officers of the Coast and Geodetic Survey assigned to duty on projects of immediate military hazard under the provisions of section 2 of the Act of December 2, 1942, 56 Stat. 1038, as amended (68 Stat. 730)	No
Coast Guard, service in or in connection with:	
Cadets of the United States Coast Guard Academy	Yes
Coast Guard Auxiliary	No
Coast Guard Reserve, service on active duty	Yes
Coast Guard Reserve (Temporary):	
—Members enrolled for full-time duty with military pay and allowances other than for uniforms	Yes
—Members enrolled for part-time or intermittent duty without pay and allowances other than for uniforms	No
—Pilots without pay and allowances other than for uniforms	No
—Officers of Great Lakes vessels without pay and allowances other than for uniforms	No
—Coast Guard police without pay and allowances	No
—Civil-service employees of the Coast Guard without pay other than compensation of their civilian positions	No
Regular Coast Guard	Yes
Women's Reserve (SPARS), service on active duty	Yes
Lighthouse Service members:	
—Service under transfer to Navy Department during World War I	Yes
—Service after consolidation with Coast Guard July 1, 1939	Yes
Marine Corps:	
Aviation Cadets	
—Enlisted aviation cadet under 10 U.S.C. 6911, service after August 4, 1942	Yes
—Aviation cadet (appointive grade), service while undergoing flight training	No
Marine Corps Reserve including:	
—Fleet Marine Corps Reserve;	
—Organized Marine Corps Reserve;	
—Volunteer Marine Corps Reserve;	
—Women's Reserve;	
provided service is on active duty	Yes
Regular Marine Corps	Yes
Merchant Marine	No
Merchant Marine Cadet Corps	No
Military Sea Transportation Service (MSTS)	No
Navy, service in or in connection with:	
Aviation cadets:	
—Enlisted aviation cadet under 10 U.S.C. 6911, service after August 4, 1942	Yes
—Aviation cadet (appointive grade), service while undergoing flight training	No
Licensed female physicians and surgeons, service since April 16, 1943	Yes
Midshipmen:	
—Midshipmen (Regular) of the United States Naval Academy;	
—Midshipmen (Reserve), service between September 8, 1939 and 1946 while attending midshipmen schools	Yes
Naval Reserve including:	

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[5] Coverage applies also to successor organizations, i.e. Environmental Science Service Administration and National Oceanic and Atmospheric Administration.

Figure 7–8. Uniformed Service for Veteran Preference Purposes (continued)

Capacity or organization in which services is performed	*Is this uniformed service for veteran preference?*
—Fleet Reserve;	
—Merchant Marine Reserve;[6]	
—Organized Reserve;	
—Volunteer Reserve;	
—Women's Reserve (WAVES);	
provided service is on active duty	Yes
Naval Reserve Officers' Training Corps students:	
—Service before July 1, 1943	No
—Service between July 1, 1943, and June 30, 1946	Yes
—Service after June 30, 1946	Yes
Navy College Program personnel, service between July 1, 1943, and June 30, 1946	Yes
Navy Nurse Corps	Yes
Regular Navy	Yes
Office of Strategic Services	No
Public Health Service:	
Officers and employees detailed to duty with the Army or Navy by Executive Order 2571, during World War I.	Yes
Commissioned officers performing active service:	
—Under individual detail for duty with the Army, Navy, Air Force, Marine Corps, or Coast Guard;	
—In the Public Health Service while the service is part of the armed forces of the United States pursuant to Executive Order;[7]	
—In the Public Health Service in time of war:	
—Whether or not under individual detail to the Army, Navy, Air Force, Marine Corps, or Coast Guard, and	
—Whether or not the Public Health Service was at that time a part of the armed forces	Yes
Red Cross	No
State Guards	No
State Maritime Academy	No
State or Territorial police or constabularies	No
Volunteer Defense Force Units, Territory of Hawaii (1942 to 1945)	No
War correspondents	No
Women's Air Service Pilots (WASPS)	No

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[6] Service of Merchant Marine Reservists (U.S. Naval Reserve) called to active duty in the Navy even though assigned to duty on merchant vessels or at shore establishments of the U.S. Maritime Service is considered active duty for preference purposes.

[7] The Commissioned Corps of the Public Health Service was declared to be a military service and branch of the land and naval forces of the United States beginning July 29, 1945, and continuing through July 3, 1952. (Executive Orders 9575, 10349, 10356, 10362, and 10367.)

Figure 7–9. Wars, Campaigns, and Expeditions of the Armed Forces since April 15, 1861

a. Wars Since April 15, 1861

War	Inclusive dates	Organizations participating (indicated by "x" below)				
		Army	Navy	Air Force[1]	Marine Corps	Coast Guard
Civil War	Apr. 15, 1861, to Aug. 20, 1866	x	x	....	x	....
Spanish-American War	Apr. 21, 1898, to July 4, 1902	x	x	....	x	....
World War I[5]	Apr. 6, 1917, to July 2, 1921	x	x	....	x	x
World War II	Dec. 7, 1941, to Apr. 28, 1952[2]	x	x	x	x	x

b. Campaigns and Expeditions Since April 15, 1861, for Which a Campaign Badge (Service Medal) Has Been Authorized, Except Campaigns and Expeditions Occurring in Wartime

NOTE.—In addition to the service medals awarded to members of the armed forces, the following medals have been awarded to civilians:
(1) Women's Army Corps Service Medal, which bears the words "For service in the Women's Army Auxiliary Corps" and the dates "1942–1943."
(2) The Medal of Merit for meritorious service in World War II.
(3) The Medal of Freedom for meritorious achievement or meritorious service to the United States on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States.
(4) The Antarctica Service Medal for participating in a scientific, direct support, or exploratory operation on the Antarctic Continent.
(These medals are not a basis for preference, since the service was not in the armed forces.)

Campaign or Expedition	Inclusive dates	Organizations participating (indicated by "x" below)				
		Army	Navy	Air Force[1]	Marine Corps	Coast Guard
Indian Campaigns (periodic)	1865 to Jan. 1891	x	....	....	....	....
Navy Expeditions[4]	1874 to	....	x	....	x	....
Philippine Campaign (periodic)	Feb. 4, 1899 to 1913	x	....	....	....	....
	Feb. 4, 1898, to Sept. 15, 1906	....	x	....	x	....
Cuban Pacification	Sept. 12, 1906, to Apr. 1, 1909	....	x	....	x	....
	Oct. 6, 1906, to Apr. 1, 1909	x	....	....	....	....
Mexican Expedition (periodic)	Apr. 12, 1911, to June 16, 1919	x	....	....	....	....
	Apr. 21, 1914, to Feb. 7, 1917	....	x	....	x	....
Nicaraguan Campaign	July 29, 1912, to Nov. 14, 1912	....	x	....	x	....
Haitian Campaign	July 9, 1915, to Dec. 6, 1915	....	x	....	x	....
Dominican Campaign	May 5, 1916, to Dec. 4, 1916	....	x	....	x	....
Army of Occupation of Germany World War I.	Nov. 12, 1918, to July 11, 1923	x	x	....	x	....
Second Haitian Campaign	Apr. 1, 1919, to June 15, 1920	....	x	....	x	....
Second Nicaraguan Campaign	Aug. 27, 1926, to Jan. 2, 1933	....	x	....	x	....
Yangtse Service	Sept. 3, 1926, to Oct. 21, 1927	....	x	....	x	....
Yangtse Service	Mar. 1, 1930, to Dec. 31, 1932	....	x	....	x	....
Yangtse Service	Feb. 4, 1932, to July 5, 1932	x	....	....	....	....
China Service	July 7, 1937, to Sept. 7, 1939	....	x	....	x	....

Figure 7–9. Campaigns and Expeditions Since April 15, 1861, for Which a Campaign Badge (Service Medal) Has Been Authorized (continued)

Campaign or Expedition	*Inclusive dates*	*Organizations participating (indicated by "x" below)*				
		Army	*Navy*	*Air Force*[1]	*Marine Corps*	*Coast Guard*
American Defense Service[3]	Sept. 8, 1939, to Dec. 7, 1941	x	x	.....	x	x
Navy Occupation of Trieste	May 9, 1945, to Oct. 26, 1954	.....	x	.....	.....	x
Army of Occupation of Berlin	May 9, 1945 to	x	x	x	x	x
Army of Occupation of Germany (exclusive of Berlin)	May 9, 1945, to May 5, 1955	x	x	x	.....	x
Army of Occupation of Japan	Sept. 3, 1945, to Apr. 27, 1952	x	x	x	x	x
Army of Occupation of Austria	May 9, 1945, to July 27, 1955	x	.....	x	.....	.....
Navy Occupation of Austria	May 9, 1945, to Oct. 25, 1955	x	.....	.....	x	
Units of the Sixth Fleet (Navy)	May 9, 1945, to Oct. 25, 1955	.....	x	.....	.....	.....
China Service Medal (Extended)	Sept. 2, 1945, to Apr. 1, 1957	.....	x	.....	x	x
Korean Service	June 27, 1960, to July 27, 1954	x	x	x	x	x
Armed Forces Expeditionary Medal for these opeations:						
Berlin	Aug. 14, 1961, to June 1, 1963	x	x	x	x	x
Lebanon	July 1, 1958, to Nov. 1, 1958	x	x	x	x	x
Quemoy and Matsu Islands	Aug. 23, 1958, to June 1, 1963	x	x	x	x	x
Taiwan Straits	Aug. 23, 1958, to Jan. 1, 1959	x	x	x	x	x
Cuba	Oct. 24, 1962, to June 1, 1963	x	x	x	x	x
Congo	July 14, 1960, to Sept. 1, 1962 and Nov. 23 to 27, 1964	x	x	x	x	x
Laos	Apr. 19, 1961, to Oct. 7, 1962	x	x	x	x	x
Dominican Republic	Apr. 28, 1965, to Sept. 21, 1966	x	x	x	x	x
Korea	Oct. 1, 1966, to June 30, 1974	x	x	x	x	x
Vietnam (incl. Thailand)	July 1, 1958, to July 3, 1965	x	x	x	x	x
Cambodia	Mar. 29, 1973, to Aug. 15, 1973	x	x	x	x	x
Cambodia Evacuation	Apr. 11, 1975, to Apr. 13, 1975	x	x	x	x	x
Vietnam Evacuation	Apr. 29, 1975, to Apr. 30, 1975	x	x	x	x	x
Mayaquez Operation	May 15, 1975	x	x	x	x	x
Vietnam Service Medal	July 3, 1965, to Mar. 28, 1973	x	x	x	x	x
Navy Expeditionary Medal and Marine Corps Expeditionary Medal for Iranian/Yemen/ Indian Ocean Contingency Operations	Dec. 6, 1978 thru Jan. 6, 1979	.....	x	.....	x	.....

Figure 7–9. Campaigns and Expeditions Since April 15, 1861, for Which a Campaign Badge (Service Medal) Has Been Authorized (continued)

Campaign or Expedition	*Inclusive dates*	*Organizations participating (indicated by "x" below)*				
		Army	*Navy*	*Air Force*[1]	*Marine Corps*	*Coast Guard*
Navy Expeditionary Medal and Marine Corps Expeditionary Medal for the Indian Ocean Contingency Operation ..	Nov. 21, 1979 to ◆ Oct. 20, 1982 ◆	.....	x	.....	x	.....

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[1] The United States Air Force became a separate branch of the armed forces of the United States on September 18, 1947.

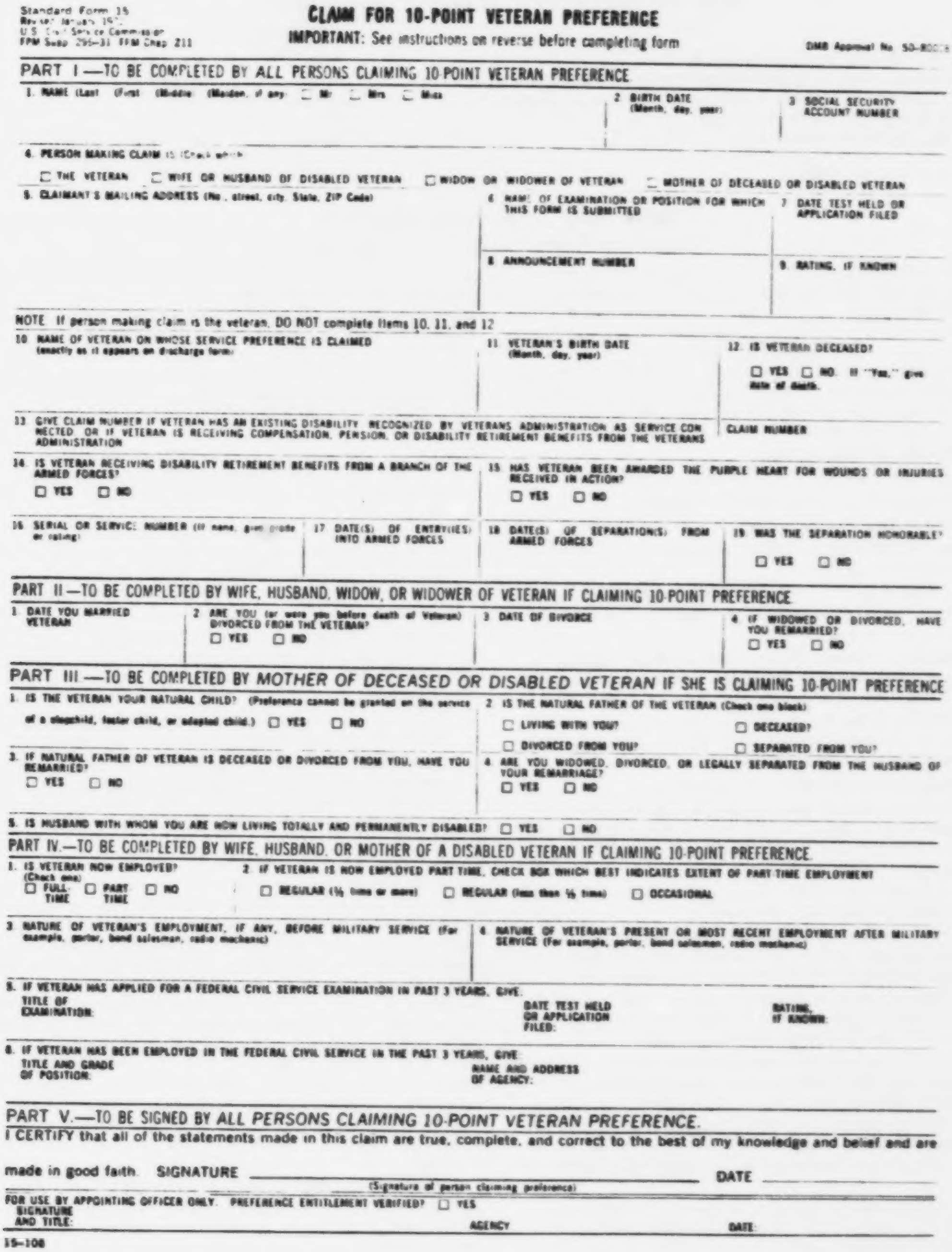
[2] The effective date of the Treaty of Peace with Japan which officially terminated World War II.

[3] Claimants for veteran preference based on service between September 8, 1939, and December 7, 1941, must meet the requirements for campaign service. The award of an American Defense Service Medal does not prove service in a campaign or expedition for which a campaign badge has been authorized. However, the requirement of campaign service is met if, in addition to this medal, the recipient is awarded a service clasp (bearing the inscription *Foreign Service* if Army; *Fleet* or *base* if Navy; *Fleet*, *Sea* or *Base* if Coast Guard); or a bronze star for service outside the continental limits of the United States.

[4] There are over 100 Navy Expeditions; the latest three are:
—Republic of Haiti—December 4, 1929 to August 5, 1931;
—Thailand Military Operation—May 16, 1962 to August 10, 1962;
—Cuban Military Operation—January 3, 1961 to October 23, 1962

[5] July 2, 1921 is the date of a Joint Resolution of the US Congress which terminated the war with Germany and Austria-Hungary.

Figure 7–10. Sample Copy of Standard Form 15, Claim for 10-Point Veteran Preference (Face)



Standard Form 15
Revised January 197[illegible]
U.S. Civil Service Commission
FPM Supp. 296–31 FPM Chap. 211

CLAIM FOR 10-POINT VETERAN PREFERENCE

IMPORTANT: See instructions on reverse before completing form

OMB Approval No. 50-R00[illegible]

PART I—TO BE COMPLETED BY *ALL* PERSONS CLAIMING 10-POINT VETERAN PREFERENCE

1. NAME (Last) (First) (Middle) (Maiden, if any) ☐ Mr ☐ Mrs ☐ Miss
2. BIRTH DATE (Month, day, year)
3. SOCIAL SECURITY ACCOUNT NUMBER
4. PERSON MAKING CLAIM IS (Check which)
☐ THE VETERAN ☐ WIFE OR HUSBAND OF DISABLED VETERAN ☐ WIDOW OR WIDOWER OF VETERAN ☐ MOTHER OF DECEASED OR DISABLED VETERAN
5. CLAIMANT'S MAILING ADDRESS (No., street, city, State, ZIP Code)
6. NAME OF EXAMINATION OR POSITION FOR WHICH THIS FORM IS SUBMITTED
7. DATE TEST HELD OR APPLICATION FILED
8. ANNOUNCEMENT NUMBER
9. RATING, IF KNOWN

NOTE: If person making claim is the veteran, DO NOT complete items 10, 11, and 12

10. NAME OF VETERAN ON WHOSE SERVICE PREFERENCE IS CLAIMED (exactly as it appears on discharge form)
11. VETERAN'S BIRTH DATE (Month, day, year)
12. IS VETERAN DECEASED? ☐ YES ☐ NO. If "Yes," give date of death.
13. GIVE CLAIM NUMBER IF VETERAN HAS AN EXISTING DISABILITY RECOGNIZED BY VETERANS ADMINISTRATION AS SERVICE CONNECTED, OR IF VETERAN IS RECEIVING COMPENSATION, PENSION, OR DISABILITY RETIREMENT BENEFITS FROM THE VETERANS ADMINISTRATION — CLAIM NUMBER
14. IS VETERAN RECEIVING DISABILITY RETIREMENT BENEFITS FROM A BRANCH OF THE ARMED FORCES? ☐ YES ☐ NO
15. HAS VETERAN BEEN AWARDED THE PURPLE HEART FOR WOUNDS OR INJURIES RECEIVED IN ACTION? ☐ YES ☐ NO
16. SERIAL OR SERVICE NUMBER (If none, give grade or rating)
17. DATE(S) OF ENTRY(IES) INTO ARMED FORCES
18. DATE(S) OF SEPARATION(S) FROM ARMED FORCES
19. WAS THE SEPARATION HONORABLE? ☐ YES ☐ NO

PART II—TO BE COMPLETED BY WIFE, HUSBAND, WIDOW, OR WIDOWER OF VETERAN IF CLAIMING 10-POINT PREFERENCE

1. DATE YOU MARRIED VETERAN
2. ARE YOU (or were you before death of Veteran) DIVORCED FROM THE VETERAN? ☐ YES ☐ NO
3. DATE OF DIVORCE
4. IF WIDOWED OR DIVORCED, HAVE YOU REMARRIED? ☐ YES ☐ NO

PART III—TO BE COMPLETED BY *MOTHER OF DECEASED OR DISABLED VETERAN* IF SHE IS CLAIMING 10-POINT PREFERENCE

1. IS THE VETERAN YOUR NATURAL CHILD? (Preference cannot be granted on the service of a stepchild, foster child, or adopted child.) ☐ YES ☐ NO
2. IS THE NATURAL FATHER OF THE VETERAN (Check one block)
☐ LIVING WITH YOU? ☐ DECEASED?
☐ DIVORCED FROM YOU? ☐ SEPARATED FROM YOU?
3. IF NATURAL FATHER OF VETERAN IS DECEASED OR DIVORCED FROM YOU, HAVE YOU REMARRIED? ☐ YES ☐ NO
4. ARE YOU WIDOWED, DIVORCED, OR LEGALLY SEPARATED FROM THE HUSBAND OF YOUR REMARRIAGE? ☐ YES ☐ NO
5. IS HUSBAND WITH WHOM YOU ARE NOW LIVING TOTALLY AND PERMANENTLY DISABLED? ☐ YES ☐ NO

PART IV.—TO BE COMPLETED BY WIFE, HUSBAND, OR MOTHER OF A DISABLED VETERAN IF CLAIMING 10-POINT PREFERENCE

1. IS VETERAN NOW EMPLOYED? (Check one) ☐ FULL-TIME ☐ PART TIME ☐ NO
2. IF VETERAN IS NOW EMPLOYED PART TIME, CHECK BOX WHICH BEST INDICATES EXTENT OF PART TIME EMPLOYMENT
☐ REGULAR (½ time or more) ☐ REGULAR (less than ½ time) ☐ OCCASIONAL
3. NATURE OF VETERAN'S EMPLOYMENT, IF ANY, BEFORE MILITARY SERVICE (For example, porter, bond salesman, radio mechanic)
4. NATURE OF VETERAN'S PRESENT OR MOST RECENT EMPLOYMENT AFTER MILITARY SERVICE (For example, porter, bond salesman, radio mechanic)
5. IF VETERAN HAS APPLIED FOR A FEDERAL CIVIL SERVICE EXAMINATION IN PAST 3 YEARS, GIVE:
TITLE OF EXAMINATION: DATE TEST HELD OR APPLICATION FILED: RATING, IF KNOWN:
6. IF VETERAN HAS BEEN EMPLOYED IN THE FEDERAL CIVIL SERVICE IN THE PAST 3 YEARS, GIVE:
TITLE AND GRADE OF POSITION: NAME AND ADDRESS OF AGENCY:

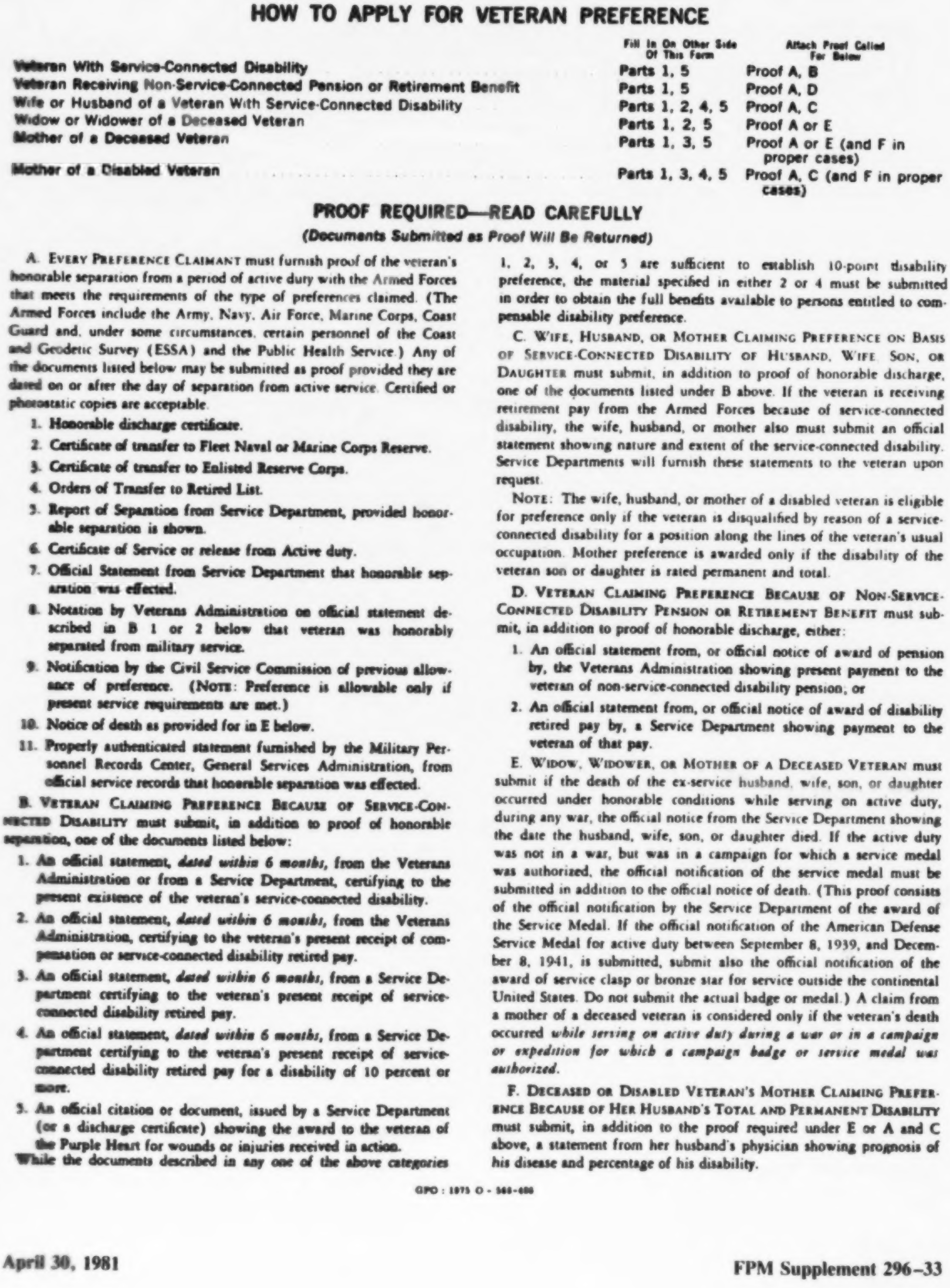
PART V.—TO BE SIGNED BY *ALL PERSONS CLAIMING 10-POINT VETERAN PREFERENCE.*

I CERTIFY that all of the statements made in this claim are true, complete, and correct to the best of my knowledge and belief and are made in good faith. SIGNATURE ______________________ DATE __________
(Signature of person claiming preference)

FOR USE BY APPOINTING OFFICER ONLY. PREFERENCE ENTITLEMENT VERIFIED? ☐ YES
SIGNATURE AND TITLE: AGENCY DATE:

15–108

Figure 7–10. Sample Copy of Standard Form 15, Claim for 10-Point Veteran Preference (Back)—(continued)



HOW TO APPLY FOR VETERAN PREFERENCE

	Fill In On Other Side Of This Form	Attach Proof Called For Below
Veteran With Service-Connected Disability	Parts 1, 5	Proof A, B
Veteran Receiving Non-Service-Connected Pension or Retirement Benefit	Parts 1, 5	Proof A, D
Wife or Husband of a Veteran With Service-Connected Disability	Parts 1, 2, 4, 5	Proof A, C
Widow or Widower of a Deceased Veteran	Parts 1, 2, 5	Proof A or E
Mother of a Deceased Veteran	Parts 1, 3, 5	Proof A or E (and F in proper cases)
Mother of a Disabled Veteran	Parts 1, 3, 4, 5	Proof A, C (and F in proper cases)

PROOF REQUIRED—READ CAREFULLY

(Documents Submitted as Proof Will Be Returned)

A. EVERY PREFERENCE CLAIMANT must furnish proof of the veteran's honorable separation from a period of active duty with the Armed Forces that meets the requirements of the type of preferences claimed. (The Armed Forces include the Army, Navy, Air Force, Marine Corps, Coast Guard and, under some circumstances, certain personnel of the Coast and Geodetic Survey (ESSA) and the Public Health Service.) Any of the documents listed below may be submitted as proof provided they are dated on or after the day of separation from active service. Certified or photostatic copies are acceptable.

1. **Honorable discharge certificate.**
2. **Certificate of transfer to Fleet Naval or Marine Corps Reserve.**
3. **Certificate of transfer to Enlisted Reserve Corps.**
4. **Orders of Transfer to Retired List.**
5. **Report of Separation from Service Department, provided honorable separation is shown.**
6. **Certificate of Service or release from Active duty.**
7. **Official Statement from Service Department that honorable separation was effected.**
8. **Notation by Veterans Administration on official statement described in B 1 or 2 below that veteran was honorably separated from military service.**
9. **Notification by the Civil Service Commission of previous allowance of preference. (NOTE: Preference is allowable only if present service requirements are met.)**
10. **Notice of death as provided for in E below.**
11. **Properly authenticated statement furnished by the Military Personnel Records Center, General Services Administration, from official service records that honorable separation was effected.**

B. VETERAN CLAIMING PREFERENCE BECAUSE OF SERVICE-CONNECTED DISABILITY must submit, in addition to proof of honorable separation, one of the documents listed below:

1. **An official statement, *dated within 6 months*, from the Veterans Administration or from a Service Department, certifying to the present existence of the veteran's service-connected disability.**
2. **An official statement, *dated within 6 months*, from the Veterans Administration, certifying to the veteran's present receipt of compensation or service-connected disability retired pay.**
3. **An official statement, *dated within 6 months*, from a Service Department certifying to the veteran's present receipt of service-connected disability retired pay.**
4. **An official statement, *dated within 6 months*, from a Service Department certifying to the veteran's present receipt of service-connected disability retired pay for a disability of 10 percent or more.**
5. **An official citation or document, issued by a Service Department (or a discharge certificate) showing the award to the veteran of the Purple Heart for wounds or injuries received in action.**

While the documents described in any one of the above categories 1, 2, 3, 4, or 5 are sufficient to establish 10-point disability preference, the material specified in either 2 or 4 must be submitted in order to obtain the full benefits available to persons entitled to compensable disability preference.

C. WIFE, HUSBAND, OR MOTHER CLAIMING PREFERENCE ON BASIS OF SERVICE-CONNECTED DISABILITY OF HUSBAND, WIFE, SON, OR DAUGHTER must submit, in addition to proof of honorable discharge, one of the documents listed under B above. If the veteran is receiving retirement pay from the Armed Forces because of service-connected disability, the wife, husband, or mother also must submit an official statement showing nature and extent of the service-connected disability. Service Departments will furnish these statements to the veteran upon request.

NOTE: The wife, husband, or mother of a disabled veteran is eligible for preference only if the veteran is disqualified by reason of a service-connected disability for a position along the lines of the veteran's usual occupation. Mother preference is awarded only if the disability of the veteran son or daughter is rated permanent and total.

D. VETERAN CLAIMING PREFERENCE BECAUSE OF NON-SERVICE-CONNECTED DISABILITY PENSION OR RETIREMENT BENEFIT must submit, in addition to proof of honorable discharge, either:

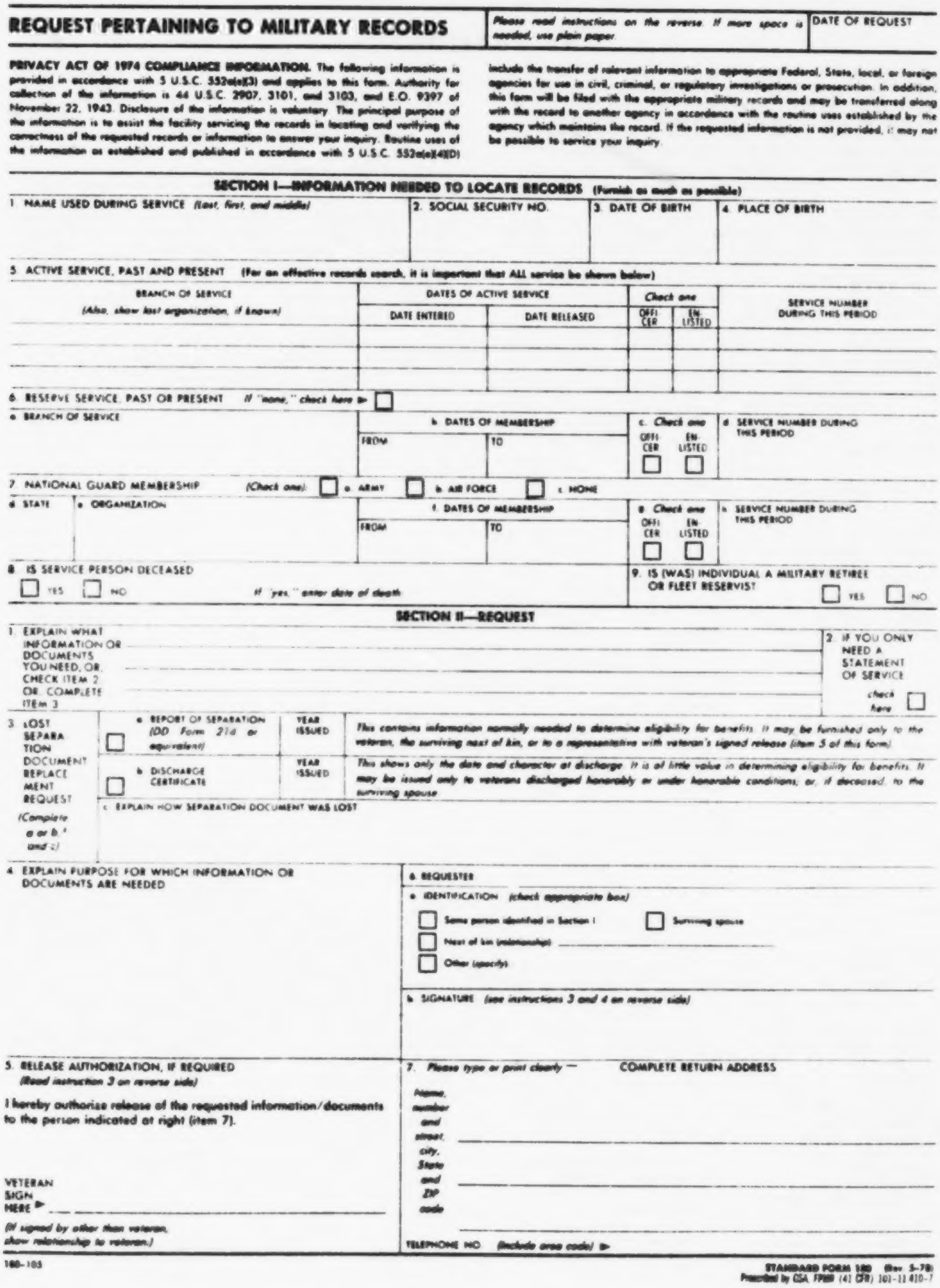
1. **An official statement from, or official notice of award of pension by, the Veterans Administration showing present payment to the veteran of non-service-connected disability pension; or**
2. **An official statement from, or official notice of award of disability retired pay by, a Service Department showing payment to the veteran of that pay.**

E. WIDOW, WIDOWER, OR MOTHER OF A DECEASED VETERAN must submit if the death of the ex-service husband, wife, son, or daughter occurred under honorable conditions while serving on active duty, during any war, the official notice from the Service Department showing the date the husband, wife, son, or daughter died. If the active duty was not in a war, but was in a campaign for which a service medal was authorized, the official notification of the service medal must be submitted in addition to the official notice of death. (This proof consists of the official notification by the Service Department of the award of the Service Medal. If the official notification of the American Defense Service Medal for active duty between September 8, 1939, and December 8, 1941, is submitted, submit also the official notification of the award of service clasp or bronze star for service outside the continental United States. Do not submit the actual badge or medal.) A claim from a mother of a deceased veteran is considered only if the veteran's death occurred *while serving on active duty during a war or in a campaign or expedition for which a campaign badge or service medal was authorized.*

F. DECEASED OR DISABLED VETERAN'S MOTHER CLAIMING PREFERENCE BECAUSE OF HER HUSBAND'S TOTAL AND PERMANENT DISABILITY must submit, in addition to the proof required under E or A and C above, a statement from her husband's physician showing prognosis of his disease and percentage of his disability.

GPO : 1975 O - 568-680

Figure 7–11. Sample Copy of Standard Form 180, Request Pertaining to Military Records (Face)



REQUEST PERTAINING TO MILITARY RECORDS

Please read instructions on the reverse. If more space is needed, use plain paper.

DATE OF REQUEST

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION. The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C. 552a(e)(4)(D) include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.

SECTION I—INFORMATION NEEDED TO LOCATE RECORDS *(Furnish as much as possible)*

1. NAME USED DURING SERVICE *(Last, first, and middle)*	2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH

5. ACTIVE SERVICE, PAST AND PRESENT **(For an effective records search, it is important that ALL service be shown below)**

BRANCH OF SERVICE *(Also, show last organization, if known)*	DATES OF ACTIVE SERVICE		*Check one*		SERVICE NUMBER DURING THIS PERIOD
	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	

6. RESERVE SERVICE, PAST OR PRESENT *If "none," check here* ▶ ☐

a. BRANCH OF SERVICE	b. DATES OF MEMBERSHIP		c. *Check one*		d. SERVICE NUMBER DURING THIS PERIOD
	FROM	TO	OFFICER ☐	ENLISTED ☐	

7. NATIONAL GUARD MEMBERSHIP *(Check one)*: ☐ a. ARMY ☐ b. AIR FORCE ☐ c. NONE

d. STATE	e. ORGANIZATION	f. DATES OF MEMBERSHIP		g. *Check one*		h. SERVICE NUMBER DURING THIS PERIOD
		FROM	TO	OFFICER ☐	ENLISTED ☐	

8. IS SERVICE PERSON DECEASED ☐ YES ☐ NO *If "yes," enter date of death*

9. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST ☐ YES ☐ NO

SECTION II—REQUEST

1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED, OR, CHECK ITEM 2 OR COMPLETE ITEM 3

2. IF YOU ONLY NEED A STATEMENT OF SERVICE *check here* ☐

3. LOST SEPARATION DOCUMENT REPLACEMENT REQUEST *(Complete a or b, and c)*

☐ a. REPORT OF SEPARATION *(DD Form 214 or equivalent)*	YEAR ISSUED		*This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, the surviving next of kin, or to a representative with veteran's signed release (item 5 of this form).*
☐ b. DISCHARGE CERTIFICATE	YEAR ISSUED		*This shows only the date and character of discharge. It is of little value in determining eligibility for benefits. It may be issued only to veterans discharged honorably or under honorable conditions; or, if deceased, to the surviving spouse.*

c. EXPLAIN HOW SEPARATION DOCUMENT WAS LOST

4. EXPLAIN PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED

6. REQUESTER

a. IDENTIFICATION *(check appropriate box)*

☐ Same person identified in Section I ☐ Surviving spouse

☐ Next of kin (relationship) ____________

☐ Other (specify)

b. SIGNATURE *(see instructions 3 and 4 on reverse side)*

5. RELEASE AUTHORIZATION, IF REQUIRED *(Read instruction 3 on reverse side)*

I hereby authorize release of the requested information/documents to the person indicated at right (item 7).

VETERAN SIGN HERE ▶ ____________

(If signed by other than veteran, show relationship to veteran.)

7. *Please type or print clearly* — COMPLETE RETURN ADDRESS

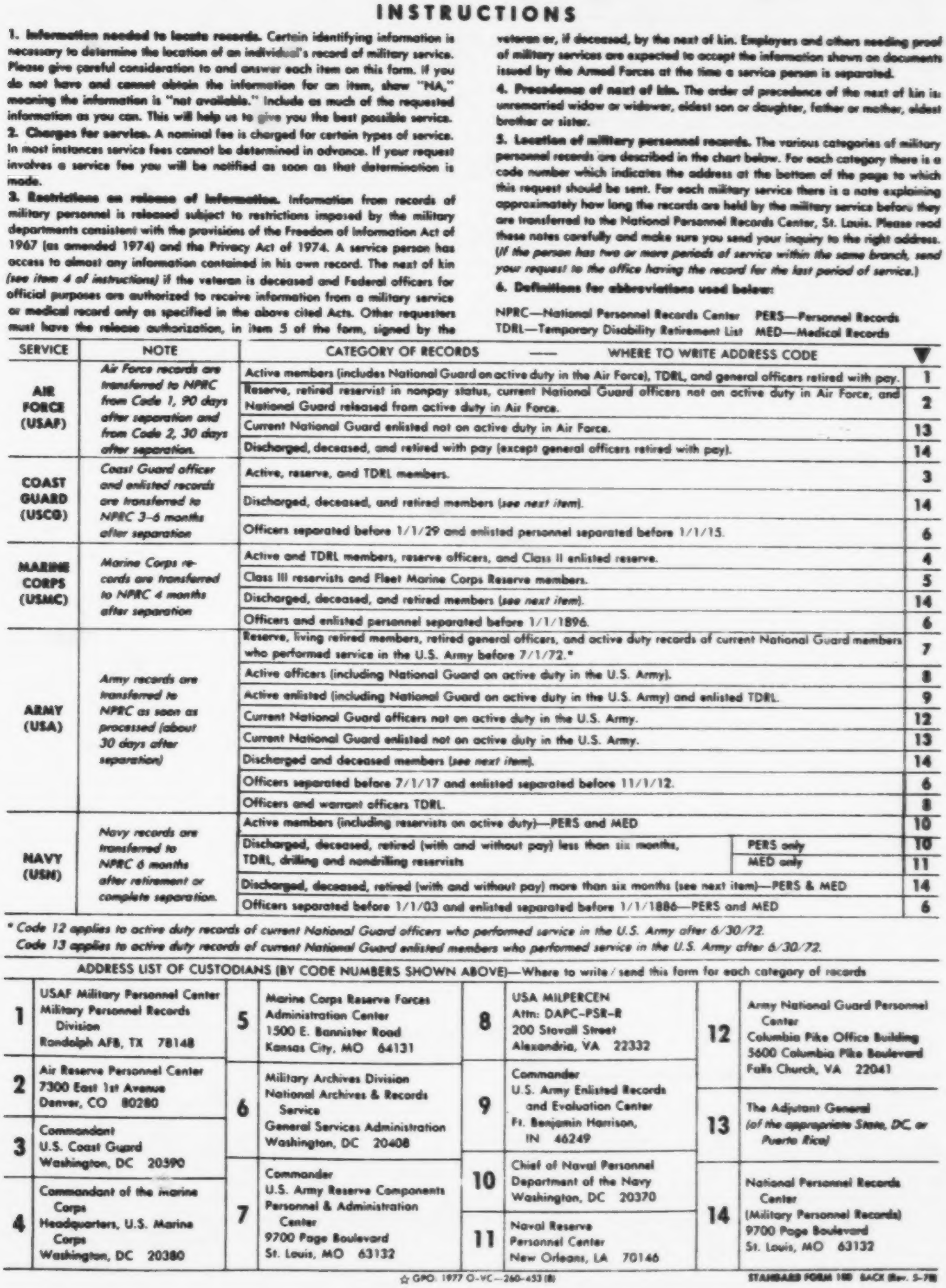
Name, number and street, city, State and ZIP code ____________

TELEPHONE NO. *(Include area code)* ▶

180-105

STANDARD FORM 180 (Rev. 5-78)
Prescribed by GSA, FPMR (41 CFR) 101-11.410-7

Figure 7–11. Sample Copy of Standard Form 180, Request Pertaining to Military Records (Back)—(continued)



INSTRUCTIONS

1. Information needed to locate records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please give careful consideration to and answer each item on this form. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. This will help us to give you the best possible service.

2. Charges for service. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee you will be notified as soon as that determination is made.

3. Restrictions on release of information. Information from records of military personnel is released subject to restrictions imposed by the military departments consistent with the provisions of the Freedom of Information Act of 1967 (as amended 1974) and the Privacy Act of 1974. A service person has access to almost any information contained in his own record. The next of kin *(see item 4 of instructions)* if the veteran is deceased and Federal officers for official purposes are authorized to receive information from a military service or medical record only as specified in the above cited Acts. Other requesters must have the release authorization, in item 5 of the form, signed by the veteran or, if deceased, by the next of kin. Employers and others needing proof of military services are expected to accept the information shown on documents issued by the Armed Forces at the time a service person is separated.

4. Precedence of next of kin. The order of precedence of the next of kin is: unremarried widow or widower, eldest son or daughter, father or mother, eldest brother or sister.

5. Location of military personnel records. The various categories of military personnel records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. For each military service there is a note explaining approximately how long the records are held by the military service before they are transferred to the National Personnel Records Center, St. Louis. Please read these notes carefully and make sure you send your inquiry to the right address. *(If the person has two or more periods of service within the same branch, send your request to the office having the record for the last period of service.)*

6. Definitions for abbreviations used below:

NPRC—National Personnel Records Center
PERS—Personnel Records
TDRL—Temporary Disability Retirement List
MED—Medical Records

SERVICE	NOTE	CATEGORY OF RECORDS —— WHERE TO WRITE ADDRESS CODE		▼
AIR FORCE (USAF)	*Air Force records are transferred to NPRC from Code 1, 90 days after separation and from Code 2, 30 days after separation.*	Active members (includes National Guard on active duty in the Air Force), TDRL, and general officers retired with pay.		**1**
		Reserve, retired reservist in nonpay status, current National Guard officers not on active duty in Air Force, and National Guard released from active duty in Air Force.		**2**
		Current National Guard enlisted not on active duty in Air Force.		**13**
		Discharged, deceased, and retired with pay (except general officers retired with pay).		**14**
COAST GUARD (USCG)	*Coast Guard officer and enlisted records are transferred to NPRC 3-6 months after separation*	Active, reserve, and TDRL members.		**3**
		Discharged, deceased, and retired members (*see next item*).		**14**
		Officers separated before 1/1/29 and enlisted personnel separated before 1/1/15.		**6**
MARINE CORPS (USMC)	*Marine Corps records are transferred to NPRC 4 months after separation*	Active and TDRL members, reserve officers, and Class II enlisted reserve.		**4**
		Class III reservists and Fleet Marine Corps Reserve members.		**5**
		Discharged, deceased, and retired members (*see next item*).		**14**
		Officers and enlisted personnel separated before 1/1/1896.		**6**
ARMY (USA)	*Army records are transferred to NPRC as soon as processed (about 30 days after separation)*	Reserve, living retired members, retired general officers, and active duty records of current National Guard members who performed service in the U.S. Army before 7/1/72.*		**7**
		Active officers (including National Guard on active duty in the U.S. Army).		**8**
		Active enlisted (including National Guard on active duty in the U.S. Army) and enlisted TDRL.		**9**
		Current National Guard officers not on active duty in the U.S. Army.		**12**
		Current National Guard enlisted not on active duty in the U.S. Army.		**13**
		Discharged and deceased members (*see next item*).		**14**
		Officers separated before 7/1/17 and enlisted separated before 11/1/12.		**6**
		Officers and warrant officers TDRL.		**8**
NAVY (USN)	*Navy records are transferred to NPRC 6 months after retirement or complete separation.*	Active members (including reservists on active duty)—PERS and MED		**10**
		Discharged, deceased, retired (with and without pay) less than six months, TDRL, drilling and nondrilling reservists	PERS only	**10**
			MED only	**11**
		Discharged, deceased, retired (with and without pay) more than six months (see next item)—PERS & MED		**14**
		Officers separated before 1/1/03 and enlisted separated before 1/1/1886—PERS and MED		**6**

** Code 12 applies to active duty records of current National Guard officers who performed service in the U.S. Army after 6/30/72.*
Code 13 applies to active duty records of current National Guard enlisted members who performed service in the U.S. Army after 6/30/72.

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE)—Where to write / send this form for each category of records

1	USAF Military Personnel Center Military Personnel Records Division Randolph AFB, TX 78148
2	Air Reserve Personnel Center 7300 East 1st Avenue Denver, CO 80280
3	Commandant U.S. Coast Guard Washington, DC 20590
4	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, DC 20380
5	Marine Corps Reserve Forces Administration Center 1500 E. Bannister Road Kansas City, MO 64131
6	Military Archives Division National Archives & Records Service General Services Administration Washington, DC 20408
7	Commander U.S. Army Reserve Components Personnel & Administration Center 9700 Page Boulevard St. Louis, MO 63132
8	USA MILPERCEN Attn: DAPC-PSR-R 200 Stovall Street Alexandria, VA 22332
9	Commander U.S. Army Enlisted Records and Evaluation Center Ft. Benjamin Harrison, IN 46249
10	Chief of Naval Personnel Department of the Navy Washington, DC 20370
11	Naval Reserve Personnel Center New Orleans, LA 70146
12	Army National Guard Personnel Center Columbia Pike Office Building 5600 Columbia Pike Boulevard Falls Church, VA 22041
13	The Adjutant General *(of the appropriate State, DC, or Puerto Rico)*
14	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132

☆ GPO: 1977 O-VC—260-453 (8)

STANDARD FORM 180 BACK (Rev. 5-78)

Figure 7–12. Of

State	*Address*
Alabama	1720 Federal Drive P.O. Box 1311 Montgomery, AL 36102
Alaska	610 Mackay Building 338 Denali Street Anchorage, AK 99501
Arizona	5636 East McDowell Road Phoenix, AZ 85008
Arkansas	◆ Camp Robinson North Little Rock, AR 72118 ◆
California	P.O. Box 214405 Sacramento, CA 95821
Colorado	300 Logan Street Denver, CO 80203
Connecticut	360 Broad Street Hartford, CT 06115
Delaware	◆ First Regiment Road Wilmington, DE 19808 ◆
District of Columbia	NG Armory 2001 E. Capitol Street Washington, DC 20003
Florida	State Arsenal St. Augustine, FL 32084
Georgia	Department of Defense Military Division, PO Box 17965, Atlanta, GA 30316

ice of State Adjutants General

State	Address
Hawaii	3949 Diamond Head Road Honolulu, HI 96816
Idaho	P.O. Box 45 Boise, ID 83707
Illinois	Room 200, Armory Office Building Springfield, IL 62706
Indiana	Military Dept. of Indiana P.O. Drawer AO Indianapolis, IN 46241
Iowa	◆ RR #1, Camp Dodge Grimes, IA 50111 ◆
Kansas	P.O. Box C-300 Topeka, KS 66601
Kentucky	Boone National Guard Center Frankfort, KY 40601
Louisiana	Hq. Bldg., Jackson Barracks New Orleans, LA 70146
Maine	Camp Keyes Augusta, ME 04330
Maryland	5th Regiment Armory Baltimore, MD 21201
Massachusetts	905 Commonwealth Avenue Boston, MA 02215
Michigan	2500 S. Washington Avenue Lansing, MI 48913

Figure 7–12. Office of

State	*Address*
Minnesota	Veterans Service Building St. Paul, MN 55155
Mississippi	P.O. Box 5027 Fondren Station Jackson, MS 39216
Missouri	1717 Industrial Drive Jefferson City, MO 65101
Montana	P.O. Box 4789 Helena, MT 59601
Nebraska	1300 Military Road Lincoln, NE 68508
Nevada	2525 S. Carson Street Carson City, NV 89701
New Hampshire	State Mil. Re., Airport Road Concord, NH 03301
New Jersey	P.O. Box 979 Trenton, NJ 08625
New Mexico	P.O. Box 4277 Santa Fe, NM 87502
New York	Public Security Building State Campus Albany, NY 12226
North Carolina	P.O. Drawer 26268 Raleigh, NC 27611

State Adjutants General (Continued)

State	Address
North Dakota	◆Fraine Barracks, PO Box 1817 Bismarck, ND 58505◆
Ohio	◆2825 W. Granville Road Worthington, OH 43085◆
Oklahoma	3501 Military Circle, NE Oklahoma City, OK 73111
Oregon	2150 Fairgrounds Road, NE Salem, OR 97303
Pennsylvania	◆Department of Military Affairs Annville, PA 17003◆
Puerto Rico	P.O. Box 3786 San Juan, PR 00904
Rhode Island	1051 North Main Street Providence, RI 02904
South Carolina	1225 Bluff Road Columbia, SC 29201
South Dakota	P.O. Box 2150 Rapid City, SD 57709
Tennessee	NG Armory Sidco Drive Nashville, TN 37204
Texas	Box 5218 Austin, TX 78763
Utah	P.O. Box 8000 Salt Lake City, UT 84108

Figure 7–12. Office of St

State	Address
Vermont	Building #1, Camp Johnson Winooski, VT 05404
Virgin Islands	P.O. Box 3240 Christiansted Street St. Croix, U.S. VI 00820
Virginia	401 East Main Street Richmond, VA 23219
Washington	Camp Murray Tacoma, WA 98430

ate Adjutants General (Continued)

State	*Address*
West Virginia	1703 Coonskin Drive Charleston, WV 25311
Wisconsin	P.O. Box 8111 Madison, WI 53708
Wyoming	5500 Bishop Blvd. P.O. Box 1709 Cheyenne, WY 82001

Figure 7–13. Officer Pers

	Pay Grade	*Army, Air Force, and Marine Corp*
BELOW MAJOR	W–1	Warrant Officer
	W–2	Chief Warrant Officer
	W–3	Chief Warrant Officer
	W–4	Chief Warrant Officer
	O–1	Second Lieutenant
	O–2	First Lieutenant
	O–3	Captain
MAJOR AND ABOVE	O–4	Major
	O–5	Lieutenant Colonel
	O–6	Colonel
	O–7	Brigadier General
	O–8	Major General
	O–9	Lieutenant General
	O–10	General

NOTE:

National Oceanic and Atmospheric Administration (Environmental Science Services
grades.

onnel by Pay Grades and Titles (Ranks)

Navy, Coast Guard, and NOAA	*Public Health Service*
Warrant Officer	
Chief Warrant Officer	
Chief Warrant Officer	
Chief Warrant Officer	
Ensign	Junior Assistant
Lieutenant (jg)	Assistant Grade
Lieutenant	Senior Assistant Grade
Lieutenant Commander	Full Grade
Commander	Senior Grade
Captain	Director Grade
Rear Admiral (lower half) or Commodore	Assistant Surgeon General
Rear Admiral (upper half)	Assistant Surgeon General
Vice Admiral	(NOTE: PHS does not use grades 0–9 or 0–10.)
Admiral	

Administration, formerly Coast and Geodetic Survey) and Public Health Service do not have warrant officer

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#8 Processing Actions for Retirees

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Subchapter 8. Processing Actions for Civilian Retirees and for Members and Former Members of the Uniformed Services

Contents

S8–1. Coverage

S8–2. Definitions

S8–3. Special Procedures Required When Civilian Retiree is Appointed or Converted to a New Appointment in Your Agency

S8–4. Special Procedures Required When a Member or Former Member of the Uniformed Services is Appointed or Converted to a New Appointment in Your Agency

Tables

8–A Processing Employment of a Person Who Retired Under the Civil Service Retirement System
8–B FEGLI Coverage for a Reemployed Annuitant
8–C Health Benefits Coverage for a Reemployed Annuitant
8–D Eligibility for Veterans Preference for Reduction-in-Force (RIF)
8–E Uniformed Service Finance Centers
8–F When Notice to Uniformed Service Pay Center is Required

Figure

8 Notice Required for Appointment of Civilian Retiree

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Subchapter 8. Processing Actions for Civilian Retirees and for Members and Former Members of the Uniformed Services

S8-1. Coverage.

This subchapter explains the procedures ◆ that ◆ must be followed when (a) the appointee or employee is receiving retired, retirement or retainer pay; and (b) when an employee who is already on the rolls of your agency retires from the reserves and begins to receive retired pay. These instructions supplement those in subchapters 9 through 13 which explain how to process appointment actions and those in subchapters 14 through 29 which explain how to process change actions. Use the subchapter which covers the person's type of appointment or change action to select NOAC/NOA, and Authority Code and Authority. Select Remarks Codes/Remarks from that subchapter and from this one, as well.

S8-2. Definitions.

a. *Annuity* is the annual sum payable to a former employee who has retired.

b. *Annuitant* (as used in this **Guide**) is a person who receives an annuity.

c. *Civilian position* means a civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

d. *Civilian retiree* is a person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (FICA) is not considered to be a retirement system for purposes of this definition. Civil Service retiree is a retiree under the Civil Service Retirement System (CSRS).

e. *Fleet Reserves* consist solely of enlisted members of the Navy and Marine Corps with less than 30 years of service at the time of transfer from active duty to the Navy Fleet Reserve or the Marine Corps Fleet Reserve.

f. *Intermittent employment* means employment on less than a full-time basis with no prescheduled regular tour of duty.

g. A *member* means a person appointed or enlisted in, or drafted into, a uniformed service.

h. *Part-time employment* means employment on less than a full-time basis under a prescheduled regular tour of duty.

i. *Pay cap* is the ceiling or limitation placed by 5 U.S.C. 5532(c) on the retired or retainer pay of an employee who retired from a uniformed service on or after 01-11-79. Section 5532(c) requires a reduction in the person's retired or retainer pay if the combination of retired or retainer pay and basic pay of his/her civilian position exceeds Level V of the Executive Schedule.

j. *Reduction in Regular Officer's Retired Pay* is the reduction required by 5 U.S.C. 5532(b) in the retired pay of a retired officer of a regular component of a uniformed service. Non-regular and reserve officers and enlisted personnel are not subject to this reduction.

k. *Retainer pay* is the pay received by members who transfer to the Navy or Marine Fleet Reserve. It is payable in part for services previously performed and in part for current services in that a member is in readiness to render service when called.

l. *Retired pay* is the pay entitlement to a member based on the conditions of the retirement law, pay grade, years of service for basic pay, and percentage of disability.

m. *Temporary employment* means service under an appointment limited to one year or less.

n. *Uniformed services* means the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or the National Oceanic and Atmospheric Administration (previously called the Environmental Science Services Administration, Coast and Geodetic Survey).

S8-3. Special Procedures Required When a Civilian Retiree is Appointed or Converted to a New Appointment in Your Agency.

a. *Determine effect of appointment on annuity.*

(1) *Before any other action* is taken on the retiree's appointment, determine how his/her annuity will be affected and what retirement deductions (if any) will be made under the new appointment. Table 8-A will help you make these determinations when the appointee retired under the Civil Service Retirement System. When the appointee is being employed under a retirement system other than the one under which he/she retired, check the regulations governing both systems or contact the agency which administers the other retirement system for help in making these determinations.

(2) *In some cases the annuity of a civilian retiree will stop.* In others it will continue—these latter employees are called reemployed annuitants—and the agency must reduce the annuitant's salary by the amount of his/her annuity. For example:

If annuitant is appointed at a salary of	$20,611 pa
and amount of annuity is,	– 4,930 pa
Then the salary annuitant receives is	$15,681 pa

Follow the instructions in paragraph e below to document on the SF 52 the amount of the employee's annuity. Your payroll office will make the appropriate reduction in the employee's pay.

b. *Decide if appointee needs a medical examination.*

Use S5-2.4 in this **Guide** and FPM Supplement 831-1 to decide if a medical examination is needed and to decide what forms are required. Give the appointee any forms which are required and ask him/her to complete them or to have them completed.

c. *Decide if appointee is eligible for FEGLI coverage.*

An insured civilian retiree whose annuity continues (a reemployed annuitant) may be insured; use table 8-B to find out how insurance coverage is handled. A civilian retiree whose annuity is terminated upon employment loses the insurance he/she had as a retiree and is not eligible to convert to an individual plan. Use instructions in subchapter 5, S5-2.7, of this **Guide** to determine what action may be necessary for a civilian retiree whose annuity is terminated upon employment. Code appointee's coverage in block 9 of SF 52.

d. *Decide if appointee is eligible for FEHBP coverage.*

Use table 8-C to decide what action is necessary to enroll the appointee in a health benefits plan or to continue the enrollment he/she had as a retiree.

e. *Document the appointment.*

(1) If the employee is a reemployed annuitant, enter remarks A17 and P08 in the remarks section of his/her SF 52:

"In accordance with 5 U.S.C. 3323(b), you may be separated at the will of the appointing officer."

"Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases."

Also, if the amount of annuity is known, enter remark P10: "Annuity at present is $."

Sometimes, when remark P08 is to be used, you will have to prepare the appointment SF 50 before you are able to find out how much annuity the retiree is receiving. When this happens, ask the retiree for a copy of his/her most recent annuity statement or notice of annuity check adjustment to determine the amount by which the salary should be reduced. (If the appointee retired under CSRS, ask for form BRI 46-218, *Civil Service Annuity Statement*, or form

BRI 49-312A, *Notice of Annuity Check Adjustment.)*

When the agency paying the annuity advises you of the amount, compare it with the annuity figure shown on the SF 50. If the figures differ, prepare a correction following the instructions in subchapter 32.

(2) When a new appointment in the same agency follows a retirement separation, both actions must be documented and reported. This may be done on the same SF 50 or two actions may be prepared—one to effect the retirement and one to effect the new appointment. If only one SF 50 is used, the effective date box will show the effective date of the appointment. The NOA/NOAC for both actions will be shown, for example:

302 Retirement—Voluntary 02-28-82
115 Appt—NTE 09-30-82

When the appointment does *not* immediately follow a retirement separation in the same agency, follow instructions in the subchapter which covers the type of appointment being made.

f. *Send required notices*. Use figure 8 to determine the notices required when a civilian retiree is appointed or converted to a new appointment and follow the instructions in figure 8 to send the notices required.

S8-4. Special Procedures Required When a Member or Former Member of the Uniformed Services is Appointed.

a. *Determine if appointee/employee receives retired or retainer pay.*

(1) You should be able to tell whether an appointee is receiving uniformed service retired or retainer pay from his/her *Personal Qualifications Statement* (SF 171 or SF 173) and *Declaration of Appointee* (SF 61–B). If he/she does not complete any of these forms, you can determine retired status from interview with him/her, investigative forms, or background resumes.

(2) If an appointee is currently employed by either the Federal or the District of Columbia Government, you must ask the losing agency to indicate on the Standard Form 75 whether the appointee is a retired officer or enlisted person. If she/he is, then the losing agency should be asked to show in the "remarks" section of the SF 75 the information listed in b(2) below.

(3) In the case of an applicant or of a current employee who is a member of a reserve component, you must rely on their uniformed service finance center to notify you when they begin receiving retired pay. At the time a reservist applies for retirement, the uniformed service will determine whether he/she currently holds a Federal civilian position or will on date of retirement.

b. *Document the Appointment.*

(1) *Veteran Preference Eligibility*

Use Table 8–D to decide if appointee is eligible for veteran preference for reduction in force (RIF). If he/she is not eligible, code preference in block 5 of SF 52 and enter remark E16 in the remarks portion of the SF 52:

"Your veteran preference is not applicable for reduction-in-force purposes."

If appointee *is* eligible for veterans preference for RIF, code preference in block 5 of SF 52; no remark is necessary. Subchapter 7 explains how to determine veteran preference.

Veteran preference does not apply to the SES (Senior Executive Service). When appointee is placed in an SES position, veteran preference should be determined and documented on the SF 50 for statistical purposes and future reference if appointee moves to a non-SES position. Remark E16 is not needed for SES appointees. Instead, use remark E23, "Veteran preference is not applicable to the Senior Executive Service".

(2) *Retirement Data*

On each appointment or conversion to appointment, you must show the information below. This information should be separated from the remarks above it by at least one line.

(a) *Uniformed service* from which appointee retired or receives retainer pay. Use these abbreviations to indicate the service:

A for Army
N for Navy
AF for Air Force

MC for Marine Corps
CG for Coast Guard
NOAA for National Oceanic and Atmospheric Administration (or Coast and Geodetic Survey, Environmental Science Service Administration)
PH for Public Health Service

(b) *Retirement date* is shown on the retirement orders and is the date a member is placed on the retired list. This is the effective date of entitlement to retired pay. Acceptable evidence of effective date of retirement is:
—a copy of the retirement order that places a member on the retired list;
—an order that places a member on the temporary or permanent disability retired list (TDRL/PDRL).

Show the date in six numerals in month-day-year sequence, e.g., 02-10-64. If the member is receiving retainer pay, enter *none*. (If a date is shown here, then item *(d)* below should show *none*.)

(c) *Excepted from section 5532(b) or section 5532(c) of title 5, United States Code*. This item is designed to show those employees who are excepted from (i.e., not subject to) one or more of the reduction in retired or retainer pay provisions. Authorities for making such exceptions are contained in section 5532(e) of title 5, USC and in Section 550.603 of Title 5, Code of Federal Regulations. (See FPM chapter 550, subchapter 6, for a complete discussion of exceptions.)

Show, as appropriate, *5 USC 5532(b)* and/or *5 USC 5532(c)*.

NOTE: If OPM or the agency has not excepted the appointee from either of these provisions, show *"NOT 5 USC 5532"*.

(d) *Date of transfer to the Fleet Reserve*. This entry applies only to the Navy and Marine Corps. Show date of transfer to the Navy Fleet Reserve or to the Marine Fleet Reserve in month-day-year sequence.

Acceptable evidence of date of transfer is a copy of the order (Fleet Reserve Transfer Authorization) that transfers a member to the Navy or Marine Fleet Reserve. First receipt of retainer pay is the day following the effective date of transfer to the Fleet Reserve.

If the appointee is receiving retired pay, enter *none*. (If a date is shown here, the item *(b)* above should show *none*.)

The following sample entries illustrate how the information is to be shown:

A/01-15-59/Not 5 USC 5532/none
AF/11-01-61/Not 5 USC 5532/none
PH/12-10-78/5 USC 5532(b) and (c)/none
N/none/Not 5 USC 5532/05-01-79

c. *Determine if appointee/employee is subject to pay limitations*.

(1) *Nature of limitations*. The dual pay statute (5 USC 5532) has two provisions for reduction in retired or retainer pay of members or former members of the uniformed services in civilian positions:

(a) reduction in regular officer's retired pay, and

(b) pay cap limitation which applies to *all* members and former members of uniformed services who receive retired or retainer pay.

See FPM chapter 550, subchapter 6, for a complete discussion of the dual pay statute as it pertains to retired and retainer pay from the uniformed service.

(2) *Notice to finance center*. The finance centers of the uniformed services are responsible for administering the dual pay statute. To enable them to do so, agencies must notify the appropriate finance center when a member or former member who receives retired or retainer pay is appointed. Use Table 8–E to identify the center to which the notice should be sent. Then send a clear and legible copy of the Standard Form 50, Notification of Personnel Action and of the official approval of any exception to 5 USC 5532 (if applicable) to the appropriate uniformed services finance center.

The finance center will advise you if the appointee is subject to the pay cap reporting procedures. ◆ In the case of a reservist who retires after he/she is appointed, the notice from the finance center advising you of his/her retirement will also notify you as to whether he/she is subject to the pay cap ◆ reporting procedures. ◆

d. *Notify finance center of subsequent actions.*

If the finance center advises that appointee/employee is subject to the pay cap ◆ reporting procedures, ◆ or if appointee/employee is a regular retired officer, additional notices to the finance center are required. Use Table 8–F to determine when finance center must be notified.

Table 8-A Processing Employment of a Person Who Retired Under the Civil Service Retirement System

RULE	A	B	C	D
	If Retirement Was	*And*	*Then Person Will Be*	*And Deductions Are Made For*
◆1	Based on voluntary separation, separation for age retirement, or a separation for misconduct or delinquency (See FPM Supp. 831-1, S15-7.)		A reemployed annuitant—annuity continues and salary is reduced by the amount of the annuity	CSRS when employment is expected to continue for the one-year period for entitlement to a supplemental annuity *and* the employee elects to have CSRS withheld. Neither CSRS nor FICA if employment is not expected to continue for one year or employee does not elect to have CSRA withheld.
2	Based on involuntary separation	Appointment is not subject to the retirement system		
3	Based on disability and appointee has not been found recovered or restored to earning capacity (See FPM Supp. 831-1, S15-5 and S15-7.)			
4	Based on disability and annuitant has been found recovered (has form BRI 46-10) or has been found restored to earning capacity (See FPM Supp. 831-1, S15-4)		A regular employee—not a reemployed annuitant—because annuity was terminated or suspended when employee was reemployed in Federal service	Civil Service Retirement System (CSRS) or any other retirement system to which appointment is subject; if not subject to a retirement system, deductions are made for FICA.
5	Based on involuntary separation (See FPM Supp. 831-1, S15-6)	Appointment is subject to the retirement system	A regular employee—not a reemployed annuitant—annuity is terminated upon employment	CSRS or other retirement system to which appointment is subject. ◆

Table 8-B Federal Employees Group Life Insurance (FEGLI) Coverage for a Reemployed Annuitant (See Notes)

R U L E	A *If Appointment Is*	B *And*	C *Then*
1	One which is excluded from life insurance coverage	Employee is appointed as a reemployed annuitant within 3 days after retirement, in a position other than as an intermittent employee, or as a contract employee, on a fee basis or a pieceworker.	The employee is eligible for FEGLI coverage, and rules 3 through 7 apply (see Note 3).
2		More than 3 days elapse between retirement and reemployment	Insurance maintained as a retired employee continues in force with the retirement system.
3	One in which he/she is eligible for FEGLI coverage	Employee has no unrevoked waiver or declination on file (SF 2817) and submits no waiver or declination or election of Additional Optional insurance upon reemployment.	Employee automatically acquires Basic Life and Standard Optional including Accidental Death and Dismemberment insurance and Family Optional on the first day in pay and duty status. Basic Life, Standard Optional, and Family Optional insurance as a retiree is suspended. Additional Optional insurance continues as an annuitant. ◆ Use OPM Form 1482, Agency Certification of Status of Reemployed Annuitants, to notify OPM. ◆
4		Employee has no declination of Additional Optional insurance on file and submits SF 2817 electing to continue Additional Optional insurance as an employee.	Additional Optional insurance as an annuitant is suspended. ◆ Use OPM Form 1482, Agency Certification of Status of Reemployed Annuitants, to notify OPM. ◆
5		Employee has unrevoked ◆ declination ◆ of all optional insurance in file.	Employee may not enroll ◆ for optional insurance ◆ unless OFEGLI approves request to cancel the ◆ declination. ◆ (Refer to FPM supp. 870-1, for information on cancelling declination or waiver).

Table 8–B Federal Employees Group Life Insurance (FEGLI) Coverage for a Reemployed Annuitant [1] (Continued)

R U L E	A	B	C
	If Appointment Is	*And*	*Then*
6	One in which he/she is eligible for FEGLI coverage	Employee has revoked declination of Standard Optional, Additional Optional and/or Family Optional insurance on file from prior employment.	Employee automatically acquires Basic Life insurance, including Accidental Death and Dismemberment, on the first day in pay and duty status. He/she may not elect previously declined ◆ Standard or Additional Optional ◆ unless OFEGLI approves request to cancel the declination, ◆ and may not elect previously declined Family Optional unless he/she acquires an eligible family member. ◆ (Refer to FPM Supp. 870–1, S2 for information on cancelling declination.)
7	One in which he/she is eligible for FEGLI coverage	Employee files waiver of all insurance	Tell employee that waiver or declination covers his/her insurance status *both* as an employee *and* as a retiree. He/she cannot be covered now or in the future by the insurance he/she waived. (Notify OPM of the declination or waiver following procedures in FPM Supp. 870–1, S6).

NOTES:

[1] See table 8–A to determine if retiree becomes a reemployed annuitant.

[2] All waivers and declinations on Standard Form 176 were canceled on the first day the employee actually entered on duty in a pay status on or after April 1, 1981.

[3] Promptly notify OPM (Associate Director for Compensation, Retirement and Insurance Programs), Washington, D.C. 20415, of any insurance annuitant as an *employee* so that OPM can make any necessary adjustments in amounts being deducted for FEGLI from his/her annuity.

Table 8–C Health Benefits Coverage for a Reemployed Annuitant

R U L E	A	B	C
	If Retiree Is	And	Then
1	Not enrolled in a FEHBP health benefits plan	Appointment is covered by FEHBP (see Note 1). Annuity terminates (see Note 2)	He/she has same enrollment opportunity as any other new employee.
2	Enrolled in an FEHBP plan with his or her retirement system	Annuity is suspended (see Note 2)	Transfer enrollment to your agency from the retirement system using SF 2810. Advise OPM (or agency administering retirement system) of enrollment transfer in letter notifying them of employee's hire.
3			
4		Annuity continues (see Note 2)	Health benefits coverage continues from retirement system and no agency action is necessary.
5	Enrolled in a FEHBP plan on date of retirement	Is reemployed immediately after retirement with no break in service	◆Health benefits enrollment was transferred to the retirement system (using SF 2810) as part of the retirement.◆

NOTES:

[1] See FPM Supp. 890-1, S4, to determine if employee is eligible for FEHBP coverage.

[2] See table 8–A to determine what happens to the annuity upon employment under the Civil Service Retirement System.

Figure 8. Notice Required for Appointment of Civilian Retiree

Retirement System Under Which Retired	*Circumstances of Retirement/Appointment*	*Notice Required*	*Send to*
CIA Retirement and Disability System (CIARDS)	N/A	Copy of accession SF 50	CIA Retirement and Disability System, Washington, DC 20505
Foreign Service	N/A	2 copies of accession SF 50	Retirement Division, Bureau of Personnel, Department of State, Washington, DC 20520
Civil Service (CSRS)	Retirement was based on disability and retiree is appointed, within less than a year after recovery, to a position subject to a retirement system	Letter to OPM on or before date of hire. Identify appointee by name, date and location of ◆ reemployment, retirement claim number (if known), and indicate whether retirement deductions will be made (i.e., whether reemployment is subject to the Civil Service Retirement System ◆	Office of Personnel Management, Compensation Group, Washington, DC 20415
Civil Service (CSRS)	Retirement was based on involuntary separation and appointment is subject to a retirement system	Letter to OPM on or before date of hire. Identify appointee by name, date of birth, date and location of reemployment and retirement claim number ◆ (if known). ◆ (See Notes 1 & 2)	Office of Personnel Management, Compensation ◆ Group, ◆ Washington, DC 20415

Figure 8. Notice Required for Appointment of Civilian Retiree (Continued)

Retirement System Under Which Retired	*Circumstances of Retirement/Appointment*	*Notice Required*	*Send to*
Civil Service (CSRS)	Retirement was based on involuntary separation and appointment is not subject to the retirement system	Letter to OPM on or before date of hire identifying appointee by name, date of birth and retirement claim number ◆ (if known). ◆ State whether employment will be full-time or part-time and request OPM to furnish annuity rate to agency. ◆ If ◆ annuity rates are changed by legislation, request new rate from OPM. (New notice not required when annuity rate is increased by a cost-of-living increase; agency can compute increase itself.)	Office of Personnel Management, Compensation ◆ Group, ◆ Washington, DC 20415
Civil Service (CSRS)	Retirement was based on voluntary separation or separation for age retirement, misconduct or delinquency	Letter to OPM on or before date of hire identifying appointee by name, date of birth and retirement claim number ◆ (if known). ◆ State whether employment will be full-time or part-time and request OPM to furnish annuity rate to agency.	Office of Personnel Management, Compensation ◆ Group, ◆ Washington, DC 20415

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Figure 8. Notice Required for Appointment of Civilian Retiree (Continued)

Retirement System Under Which Retired	*Circumstances of Retirement/Appointment*	*Notice Required*	*Send to*
Civil Service (CSRS)	Retirement was based on disability and appointee has not been found recovered or restored to earning capacity	Letter to OPM on or before date of hire identifying appointee by name, date of birth and retirement claim number (if known); include with the letter a copy of the employee's latest medical report. State whether employment will be full-time or part-time and request OPM to furnish annuity rate to agency.	Office of Personnel Management, Compensation Group, Washington, DC 20415

NOTES:

[1] If retiree's health benefits enrollment is being transferred from the retirement system to the agency, the letter to OPM should state it. Table 8-C explains when this happens.

[2] Also send notice when an annuitant is converted, without a break in service, from an appointment that is not under the retirement system to one that is.

Table 8–D Eligibility for Veteran Preference for Reduction In Force (RIF)

RULE	A	B	C
	If Retirement	*And Appointee*	*Then*
1	Was from civilian service		Appointee retains any veteran preference to which he/she was formerly entitled.
2	Was from uniformed service	Retired from the service based on disability resulting from injury or disease received in line of duty as a direct result of armed conflict	He/she is entitled to veteran preference for RIF (see Note 1).
3		Retired from the service based on disability caused by an instrumentality of war and incurred in the line of duty during a period of war (as defined in sections 101 and 301 of title 38 U.S.C.)	
4	Was from uniformed service (at a grade below that of major or equivalent) under circumstances not covered in Rules 2 and 3 ◆ (See Note 2.) ◆	Had less than 20 years of full-time active service (regardless of when service was performed, but not including periods of active duty for training)	
5		On 11/30/64 was employed in a civilian position to which the RIF retention provisions of 5 U.S.C. 3502 applied and, on and after that date, he/she continued to be employed in that kind of position without a break in service of more than 30 days	
6	Was from uniformed service	Is not described in Rules 2, 3, 4, or 5	He/she is *not* entitled to veteran preference.

NOTES:

[1] See subchapter 7 for information on determining veteran preference. See subchapter 6 for crediting military service and computing the service computation date for RIF.

◆ [2] See Figure 7–13, in subchapter 7, to determine which grades are below that of major or equivalent. ◆

Table 8–E Uniformed Service Finance Centers

RULE	A	B
	If Branch of Service is	*Then the Finance Center Address is*
1	Army	◆ Director, Retired Pay Operations U.S. Army Finance and Accounting Center Attn: FINCM Indianapolis, IN 46249
2	Navy	Director, Retired Pay Department Navy Finance Center 1240 East 9th Street Cleveland, OH 44199
3	Air Force	Air Force Accounting and Finance Center ATTN: AFAFC/RPT Denver, CO 80279
4	Marine Corps	Commanding Officer Marine Corps Finance Center Retired Pay Branch (CPR) Kansas City, MO 64197
5	Coast Guard	Commanding Officer (RET) U.S. Coast Guard Military Pay Center Federal Building, Room 301 444 S.E. Quincy Street Topeka, KS 66683
6	National Oceanic and Atmospheric Administration (see note)	Director, Retired Pay Department (NOAA) Navy Finance Center 1240 East 9th Street Cleveland, OH 44199 ◆
7	Public Health Service	Retirement, Annuity and Benefits Section/CBB Commissioned Personnel Operations Division, OPM/OM U.S. Public Health Service Room 4–35, Parklawn Building 5600 Fishers Lane Rockville, MD 20857

NOTE: Formerly Environmental Science Services Administration; formerly Coast and Geodetic Survey

Table 8-F When Notice to Uniformed Service Pay Center is Required

When Notice is Required *Status of Employee*	*Accession Action*	*Action Which Changes Employee's Pay*	*Change in exception under 5 U.S.C. 5532*	*Separation Action*
Officer subject to pay cap	yes	yes[1]	yes	yes
Officer not subject to pay cap	yes	no	yes	yes
Non-officer subject to pay cap	yes	yes[1]	yes	yes
Non-officer not subject to pay cap	yes	no	n/a	no

NOTE:

[1] When finance center notifies you that an employee who is a reservist has retired and will be subject to the pay cap reporting procedures, begin submitting documents recording pay changes which are effective on/after date of notice.

#9 Career & Career-Cond Appts

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Subchapter 9. Career and Career-Conditional Appointments.

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Subchapter 9. Career and Career-Conditional Appointments

S9-1. Coverage.

a. This subchapter covers permanent appointments in the competitive service by:

(1) appointment from a CS certificate or under a direct hire recruiting authority or special authority;

(2) conversion or movement to a permanent competitive appointment in an agency from another appointment in the same agency without a break in service;

(3) transfer or movement of a person from a permanent competitive appointment in one agency to a permanent competitive appointment in another agency without a break in service;

(4) reinstatement or reappointment to a permanent competitive appointment for which the person qualifies because of an earlier permanent competitive appointment;

(5) appointment and conversion under the Executive Assignment System;

(6) restoration or reemployment to a permanent competitive appointment to which the person is entitled by law or regulation.

b. This subchapter does not cover career or career-conditional appointments made under the ◆ Panama Canal Employment System (formerly, the ◆ Canal Zone Merit System). Those appointments are covered under subchapter 12.

S9-2. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the RTD and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in subchapter 16 to select the NOA/NOAC, authority/authority code, remarks and remarks codes for the RTD and put them in blocks 18-A through 18-F and 37 of the SF 52.

c. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time or intermittent basis) or change the numbers of hours in a pay period which a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to process both actions. Follow instructions in subchapter 24 to select the NOA/NOAC, authority/authority code, remarks and remarks codes for the change in work schedule or hours and put them in blocks 19-A through 19-F and 37 of the SF 52.

If a conversion and RTD are recorded on the same personnel action, do not enter the NOAC/NOA for a change in work schedule or hours. Simply record the new work schedule or tour of duty in the appropriate blocks of the SF 52.

d. Use Tables 9-A thru 9-I to select NOA/NOAC, authorities and authority codes for the appointment or conversion and put them in blocks 18-A through 18-F and 37 of SF 52. (When an RTD action is processed on the same personnel action, use blocks 19-A through 19-F for NOA/NOAC, authority and authority codes for the conversion.) Use Table 9-J to select remarks and remarks codes for the action and put them in block 37 of the SF 52.

e. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

f. Use subchapter 5 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

g. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

★★★

h. If the person is being converted to a new appointment and will be serviced by a new payroll office, the losing office must give to the employee, before the effective date of the conversion, a completed SF 8, Notice to Employee about Unemployment Insurance. It should show the full address of payroll office where individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or another office, at the discretion of the agency. See FPM chapter 850.

i. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow agency instructions to have it signed or authenticated.

j. Record the action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If an SF 7 card is not already on file for the employee, prepare a new one to record the action. When the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7.

k. Enter or update suspense or reminder dates in the service record system, on the SF 7 card and in any other tickler system your agency maintains. These dates may include:

—NTE date for appointment
—ending date for probationary period
—date for conversion to Tenure Group I from Tenure Group II
—date eligible for within grade increase
—date travel agreement expires
—placement follow-up date(s)
—training agreement expiration date
—grade retention expiration date
—number of days or hours to which appointment is limited

l. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency instructions to dispose of those not filed in the OPF.

◆ m. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52. ◆

n. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for instructions and for addresses of the pay centers.)

o. Distribute SF 50 copies as follows:

(1) Employee Copy—Send to employee in accordance with your agency instructions.
(2) Payroll Copy—Send to your payroll office along with payroll copy of any other forms related to the action.
(3) OPM Copy—submit to OPM as prescribed in FPM Supplement 298-1.
(4) OPF Copy—File on permanent (right) side of employee's Official Personnel Folder.
(5) Chronological Journal Copy—File as discussed in FPM Supplement 293-31.

Table 9–A Career-Conditional and Career Appointment Based on the Person Being or Having Been Within Reach on a CS Certificate of Eligibles

RULE	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And the Apointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
1	Selection from a CS certificate of eligibles for a worker-trainee developmental job (See Note 4.)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No WTO
2			Career-Conditional	101	Career-Cond Appt		
3		Is on your agency's rolls under a different appointment	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Selection from a CS certificate of eligibles for a position that is not a worker trainee development job	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No
6			Career-Conditional	101	Career-Cond Appt		
7		Is on your agency's rolls under a different appointment	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9–A Career-Conditional and Career Appointment Based on the Person Being or Having Been Within Reach on a CS Certificate of Eligibles (Continued)

RULE	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And the Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes 1 & 2)*
9	The person having in the past once been within reach on a CS Certificate for career or career-conditional appointment	Is on the rolls of your agency on another appointment but is not within reach now on a CS certificate	Career	500	Conv to Career Appt	LSM and ACM	Reg 315.703 and CS Cert No
10			Career-Conditional	501	Conv to Career-Cond Appt		
11	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	(Cite code that identifies the OPM activity that issued the authority under which the cerrtificate was prepared—see Note 3)	OPM Auth (no.), (name of installation issuing certificate), Cert No. (no.)
12			Career-Conditional	101	Career-Cond Appt		
13		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
14			Career-Conditional	501	Conv to Career-Cond Appt		

NOTE:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table. If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and ZLM, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

NOTES: (continued)

[2] When appointee or employee was selected on the basis of bicultural/bilingual selctive factors, show as the second authority (in blocks 18E–18F or 19E–19F of the SF52/50), *ABL: Bicultural/Bilingual Selective Factors.*

[3] *OPM Activity which issued authority*	*Authority Code to be cited on SF 52/50*
Eastern Region	BEA
Great Lakes Region	BGL
Mid-Atlantic Region	BMA
Mid Continent Region	BMC
New England Region	BNE
Northwest Region	BNW
Rocky Mountain Region	BRM
Southwest Region	BSE
Southwest Region	BSW
Western Region	BWE
Washington Area Office	BWA
Staffing Services	BSS

[4] A worker-trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels. See FPM chapter 720.

TABLE 9–B Career-Conditional and Career Appointment Based on the Use of a CS Direct Hire Recruiting Authority

R U L E	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	AYM	Direct-Hire Authority (cite FPM Ltr., Btn., or other OPM Auth, and date)
2			Career-Conditional	101	Career-Cond Appt		
3		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

[1] When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 18E–18F or 19E–19F of the SF 52/50), *ABL: Bicultural/Bilingual Selective Factors*.

[2] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[3] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and ZLM, if used.

[4] If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

Table 9–C Career-Conditional and Career Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (Do not use this Table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority)

R U L E	A	B	C	D	E	F	G
	If The Person Is Eligible For	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
1	Transfer under Civil Service Reg 315.501		To the same grade	130	Transfer	KTM	Reg 315.501 Lateral
2			To a higher grade			KVM	Reg 315.501 Prom
3			To a lower grade			KXM	Reg 315.501 CLG
4	Reinstatement from your agency's Reemployment Priority List	Is not on your agency's rolls	Career	140	Reins-Career	NUM	Reg 330.201
5			Career-Conditional	141	Reins-Career-Cond		
6		Is on the rolls of your agency under a different appointment	Career	540	Conv to Reins-Career		
7			Career-Conditional	541	Conv to Reins-Career-Cond		
8	Reinstatement when a position in public or private enterprise is taken over by the Federal Government		Career	140	Reins-Career	KQM and ZLM	Reg 315.401 and (Cite specific authority which brought the position into the competitive service)
9			Career-Conditional	141	Reins-Career-Cond		
10	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	♦ Conv to ♦ Reins-Career		
11			Career-Conditional	541	♦ Conv to ♦ Reins-Career-Cond		

Table 9–C Career-Conditional and Career Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (Do not use this Table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (Continued)

RULE	A	B	C	D	E	F	G
	If The Person Is Eligible For	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
12	Reinstatement following an SES career appointment when employee had guaranteed placement rights	Is moved out of SES by the appointing officer because of unsatisfactory performance during the SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 USC 3594(a) and Reg 315.401
13			Career-Conditional	541	Conv to Reins-Career-Cond		
14		Is moved out of the SES by the appointing officer because of an unsatisfactory performance rating	Career	540	Conv to Reins-Career	VFJ and KQM	5 USC 4314(b)(3) and Reg 315.401
15			Career-Conditional	541	Conv to Reins-Career-Cond		
16		Is moved out of SES by the appointing officer after being assigned two less than fully successful performance ratings during a period of three consecutive years	Career	540	Conv to Reins-Career	VGJ and KQM	5 USC 4314(b)(4) and Reg 315.401
17			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9–C Career-Conditional and Career Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (Do not use this Table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person Is Eligible For	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
18	Conversion to career or career-conditional appointment when employee is moved out of Career Executive assignment because of unsatisfactory or unacceptable performance	Is moved under procedures of Part 432, CS Regs	Career	540	Conv to Reins-Career	QGM and KQM	Reg 432.201 and Reg 315.401
19			Career-Conditional	541	Conv to Reins-Career-Cond		
20		Is moved under procedures equivalent to those of Part 432, CS Regs	Career	540	Conv to Reins-Career	QHM and KQM	Reg 432.201 Eq and Reg 315.401
21			Career-Conditional	541	Conv to Reins-Career-Cond		
22		Is moved under agency procedures not described in Rules 18–21	Career	540	Conv to Reins-Career	U2M and KQM	(Cite agency reg which authorizes reduction in grade because of performance) and Reg 315.401
23			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9–C Career-Conditional and Career Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (Do not use this Table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (Continued)

RULE	A	B	C	D	E	F	G
	If The Person Is Eligible For	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
24	Conversion to Career or Career Conditional appointment when employee is moved out of a Career Executive Assignment under circumstances not covered in Rules 18–23	Is moved under procedures of 5 U.S.C. 75	Career	540	Conv to Reins-Career	VAJ and KQM	5 U.S.C. 75 and Reg 315.401
25			Career-Conditional	541	Conv to Reins-Career-Cond		
26		Is moved under procedures which are equivalent to those under 5 U.S.C. 75	Career	540	Conv to Reins-Career	VHJ and KQM	5 U.S.C. 75 Eq and Reg 315.401
27			Career-Conditional	541	Conv to Reins-Career-Cond		
28		Is moved under agency procedures not described in Rules 24–27	Career	540	Conv to Reins-Career	USM and KQM	(Cite agency reg which authorizes reduction in grade) and Reg 315.401
29			Career-Conditional	541	Conv to Reins-Career-Cond		
30	Reinstatement from other sources ◆, i.e., under Reg 315.401 ◆	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Reg 315.401
31			Career-Conditional	141	Reins-Career-Cond		

Table 9-C Career-Conditional and Career Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (Do not use this Table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person Is Eligible For	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority is (See Notes)*
32	Reinstatement from other sources ◆, i.e., under Reg 315.401 ◆	Is on the rolls of your agency under a different appointment	Career	540	Conv to Reins-Career	KQM	Reg 315.401
33			Career-Conditional	541	Conv to Reins-Career-Cond		
34	Reinstatement under an authority not covered under Rules 4–33	Is not on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg which authorizes reinstatement)
35			Career-Conditional	141	Reins-Career-Cond		
36		Is on the rolls of your agency under a different appointment	Career	540	Conv to Reins-Career		
37			Career-Conditional	541	Conv to Reins-Career-Cond		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

TABLE 9-D Career-Conditional and Career Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System

R U L E	A *If The Selection Is Based On*	B *And The Person*	C *And The Appointment Is*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Authority Is (See Notes)*
1	Service in the legislative or judicial branch of Government	Is not on your agency's rolls	Career	100	Career Appt	VHM	5 USC 3304(c)
2		Is on the rolls of your agency under a different appointment		500	Conv to Career Appt		
3	Service under the Canal Zone Merit System ◆ or the Panama Canal Employment System ◆ under a CZ ◆ or a CA ◆ Career or Career-Conditional Appt	Is not on your agency's rolls		100	Career Appt	K1M	Reg 315.601
4			Career-Conditional	101	Career-Cond Appt		
5		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
6			Career-Conditional	501	Conv to Career-Cond Appt		
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other Merit System without a break in service	Career	100	Career Appt	BKM	CS Rule 6.7—NRC Agr
8			Career-Conditional	101	Career-Cond Appt		
9	Service with the Tennessee Valley Authority (TVA)		Career	100	Career Appt	BBM	CS Rule 6.7—TVA Agr
10			Career-Conditional	101	Career-Cond Appt		

TABLE 9–D Career-Conditional and Career Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
11	Service in a position filled under 38 U.S.C. 4104(1) in the Department of Medicine and Surgery, Veterans Administration	Is not on your agency's rolls	Career	100	Career Appt	BLM	CS Rule 6.7—VA Agr
12			Career-Conditional	101	Career-Cond Appt		
13		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career-Appt		
14			Career-Conditional	501	Conv to Career–Cond Appt		
15	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Veterans Administration	Is not on your agency's rolls	Career	100	Career Appt		
16			Career-Conditional	101	Career-Cond Appt		
17		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
18			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9–D Career-Conditional and Career Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

RULE	A *If The Selection Is Based On*	B *And The Person*	C *And The Appointment Is*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Authority Is (See Notes)*
◆ 19	Completion of one year of continuous service under a nontemporary appointment under the Personnel System of the General Accounting Office	Is not on your agency's rolls	Career	101	Career Appt	ZQM	PL 96–191
20			Career-Conditional	101	Career-Cond Appt		
21		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
22			Career-Conditional	501	Conv to Career-Cond Appt ◆		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM; SF 59 approved (date).*

TABLE 9–D Career-Conditional and Career Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
19	Completion of one year of continuous service under a nontemporary appointment under the Personnel System of the General Accounting Office	Is not on your agency's rolls	Career	100	Career Appt	ZQM	P.L. 96–191
20			Career-Conditional	101	Career-Cond Appt		
21		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
22			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM; SF 59 approved (date).*

Table 9–E Career-Conditional and Career Appointment Based on Service in a Position Brought into the Competitive Service

R U L E	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes ◆ 1–3 ◆)*
1	Service in a position brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	Reg 315.603(a)(1)
2			Career-Conditional	101	Career-Cond Appt		
3		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Service in a position which was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	Reg 315.603(a)(2)
6			Career-Conditional	101	Career Cond-Appt		
7		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9–E Career-Conditional and Career Appointment Based on Service in a Position Brought into the Competitive Service

RULE	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes ◆ 1–3 ◆)*
9	The employee's position having been brought into the competitive service under conditions not covered in Rules 1–8 (See Note 5.)	Is on the rolls of your agency under a different appointment and does not meet requirements for reinstatement (See Note 4.)	Career	500	Conv to Career Appt	LLM	Reg 315.701
10			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

[4] If the reinstatement authority is used, go to table 9–C instead.

[5] When a position in public or private enterprise is initially taken over by the Federal government see instructions for Appointment—Status Quo in subchapter 10.

Table 9–F Career-Conditional and Career Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

RULE	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
1	Service under noncompetitive special tenure appointment effected under Reg 316.601 ("rare bird" type) or authorized under CS Rule 3.2 in a GS 16, 17 or 18 position which is not under the Executive Assignment System		Career	500	Conv to Career Appt	LPM	Reg 315.702
2			Career-Conditional	501	Conv to Career-Cond Appt		
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, USC		Career	500	Conv to Career Appt	LBM	Reg 315.604
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Employee completing at least three years of continuous service under a Temp Appt-PER (TA-PER), an indefinite appointment or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg 315.704

Table 9–F Career-Conditional and Career Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G
	If The Appointment Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
6	Employee completing five years of continuous service under a limited executive assignment		Career, to a position at GS 15 or below	500	Conv to Career Appt	JVM	Reg 305.510(c)
7	Employee completing five years of continuous service under a Temp Appt-PER (TA-PER) in a GS 16, 17 or 18 position subject to the Executive Assignment System	Is given an appointment to a continuing position at GS 15 or below	Career	500	Conv to Career Appt	J4M	Reg 305.701(c)
8			Career-Conditional	501	Conv to Career-Cond Appt		
9	Conversion of the temporary appointment of a veteran who has a compensable service-connected disability of 30 percent or more	Was appointed under any temporary appointment which qualifies the veteran for conversion under Reg 315.707	Career	500	Conv to Career Appt	LZM	Reg 315.707
10			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

Table 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	Reg 315.602
2			Career-Conditional	101	Career-Cond Appt		
3	Service in certain appointments in the Postal Service or Postal Rate Commission		Career	100	Career Appt	V8L	39 USC 1006
4			Career-Conditional	101	Career-Cond Appt		
5	Possession of special qualifications in a professional or scientific field for a position authorized under 5 USC 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 USC 3325
6			Career-Conditional	101	Career-Cond Appt		
7		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		
9	Possession of special qualifications in a professional or scientific field for a position authorized under Law, E.O., or Reg other than 5 USC 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM	Other Citation (Law, EO, Reg)
10			Career-Conditional	101	Career-Cond Appt		
11		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
13	Correction of an administrative error or oversight in not recommending an employee for benefits under E.O. 10880, 10080, 10157, or 10577	Is not on your agency's rolls	Career	100	Career Appt	ZGM	EO 10826
14			Career-Conditional	101	Career-Cond Appt		
15		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
16			Career-Conditional	501	Conv to Career-Cond		
17	Service under an excepted appointment as a Secret Service agent when the provisions of EO 11203 are met	Is on the rolls of your agency	Career	500	Conv to Career Appt	ZGY	EO 11203
18	Eligibility for a status appointment under an Executive Order not covered in Rules 13–17 above	Is not on your agency's rolls	Career	100	Career Appt	ZLM	EO (Cite the Executive Order Number)
19			Career-Conditional	101	Career-Cond Appt		
20		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
21			Career-Conditional	501	Conv to Career-Cond Appt		

TABLE 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
22	Service under a transitional appointment made before 4-9-70, or a VRA appointment or a combination of the two appointments	Completes a program of education or training approved for such appointment (FPM Chapter 315)	Career	500	Conv to Career Appt	LYM	Reg 315.705
23			Career-Conditional	501	Conv to Career-Cond Appt		
24	Service under a Schedule B career-related work-study program		Career	500	Conv to Career Appt	ZJM	EO 12015
25			Career-Conditional	501	Conv to Career-Cond Appt		
26	Service under the Presidential Management Intern Program		Career	500	Conv to Career Appt	L3M	Reg 315.708
27			Career-Conditional	501	Conv to Career-Cond Appt		
28	Conversion of an appointment which was made under Schedule A, Sec 213.3102 (t) or (u)		Career	500	Conv to Career Appt	L1M	Reg. 315.709
29			Career-Conditional	501	Conv to Career-Cond Appt		

TABLE 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F (Continued)

RULE	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
30	Service as a Foreign Service career officer or employee under the FS Act of 1946 ◆ or of 1980 ◆	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg 315.606
31			Career-Conditional	101	Career-Cond Appt		
32		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
33			Career-Conditional	501	Conv to Career-Cond Appt		
34	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg 315.607
35			Career-Conditional	101	Career-Cond Appt		
36		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
37			Career-Conditional	501	Conv to Career-Cond Appt		

TABLE 9-G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
38	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg 315.605
39			Career-Conditional	101	Career-Cond Appt		
40		Is on the rolls of your agency under a different appointment	Career	500	Conv to Career Appt		
41			Career-Conditional	501	Conv to Career-Cond Appt		

TABLE 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
38	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg 315.605
39			Career-Conditional	101	Career-Cond Appt		
40		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
41			Career-Conditional	501	Conv to Career-Cond Appt		
42	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230
43	Service overseas while a family member of a civilian employee or uniformed service member who is serving overseas	Is not on your agency's rolls		101	Career-Cond Appt	ZJK	E.O. 12362
44		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		

Table 9–G Career-Conditional and Career Appointment Based on Circumstances or Authorities Not Covered in Tables 9–A through 9–F (Continued)

R U L E	A	B	C	D	E	F	G
	If The Selection Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes)*
45	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg 315.609
46			Career-Conditional	101	Conv to Career-Cond Appt		
47		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
48			Career-Conditional	501	Conv to Career-Cond Appt		
49	Circumstances or an authority not described in Rules 1–48	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg that authorizes the appointment or conversion)
50			Career-Conditional	101	Career-Cond Appt		
51		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
52			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

[3] If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

TABLE 9-H Career-Conditional and Career Appointment Based on Exercise of Restoration or Reemployment Rights

R U L E	A	B	C	D	E	F	G
	If the Restoration or Reemployment Is Based On	*And the Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3)*
1	Military Service	Exercises restoration rights under 5 USC 3551	Career	100	Career Appt	VRM and (Cite auth code for appt held prior to separation upon which restoration is based)	5 USC 3551 and (Cite authority for appointment held prior to separation upon which restoration is based)
2			Career-Conditional	101	Career-Cond Appt		
3		Exercises restoration rights under sections 2021–2024 of title 38, United States Code.	Career	100	Career Appt	QEM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(a) and (Cite authority for appointment held prior to separation upon which restoration is based)
4			Career-Conditional	101	Career-Cond Appt		
5	MSPB Directive after employee appeals agency's failure to restore or improper restoration upon return from military service (See Note 4)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Mil and (Cite authority for appointment held prior to separation upon which restoration is based)
6			Career-Conditional	101	Career-Cond Appt		
7	Statutory rights after employee recovers from compensable injury		Career	100	Career Appt	QFM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration is based)
8			Career-Conditional	101	Career-Cond Appt		

TABLE 9–H Career-Conditional and Career Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

RULE	A	B	C	D	E	F	G
	If the Restoration or Reemployment Is Based On	*And the Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3)*
9	MSPB Directive after employee appeals agency's failure to restore or improper restoration after employee recovers from compensable injury (See Note 4)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
10			Career-Conditional	101	Career-Cond Appt		
◆11	Employee's partial recovery from compensable injury			100	Career Appt	QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)◆
12				101	Career–Cond Appt		
13	Employee moving between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 352.204 and (Cite authority for appointment held prior to separation upon which reemployment is based) based)
14			Career-Conditional	101	Career-Cond Appt		

TABLE 9–H Career-Conditional and Career Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

R U L E	A *If The Restoration or Reemployment Is Based On*	B *And The Person*	C *And The Appointment Is*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Authority Is (See Notes 1–3)*
15	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 352.311 and (Cite authority for appointment held prior to separation upon which reemployment is based)
16			Career-Conditional	101	Career-Cond Appt		
17	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 352.507 and (Cite authority for appointment held prior to separation upon which reemployment is based)
18			Career-Conditional	101	Career-Cond Appt		
19		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
20			Career-Conditional	501	Conv to Career-Cond Appt		

TABLE 9–H Career-Conditional and Career Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If The Restoration or Reemployment Is Based On	*And The Person*	*And The Appointment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3)*
21	Circumstances not described in Rules 1–20	Is not on your agency's rolls	Career	100	Career Appt	ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite Law, E.O., or Reg that authorizes reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
22			Career-Conditional	101	Career-Cond Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

◆ [3] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292-1 to identify the code for that legal authority. ◆

[4] If MSPB determines restoration was improper, cancel it following instructions in subchapter 32 of this **Guide.**

Table 9–1 Career Appointment under the Executive Assignment System

R U L E	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3)*
1	Is selected competitively from a CS selection roster	Is not on your agency's rolls	Will have Career tenure	102	Career Exec Assign	BTM	OPM Selection Roster No
2			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		
3		Is already on the rolls of your agency under a different appointment	Will have Career tenure	502	Conv to Career Exec Assign		
4			Will have Career-Conditional tenure	503	Conv to Career Exec Assign-Cond		
5	Moves without a break in service of a work-day from a Career Exec Assignment in another agency	Moves to a position at the same grade as the one held in the other agency	Will have Career tenure	102	Career Exec Assign	JEM	Reg 305.506 Lateral
6			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		
7		Moves to a position at a lower grade than that held in the other agency	Will have Career tenure	102	Career Exec Assign	JGM	Reg 305.506 CLG
8			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		
9		Moves to a position at a higher grade than the one held in the agency	Will have Career tenure	102	Career Exec Assign	JJM	Reg 305.506 Prom
10			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		

Table 9-I Career Appointment under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3).*
11	Meets the requirements for reinstatement based on his/her prior service under an appointment under which he/she acquired competitive status or which led to acquisition of competitive status upon completion of probation	Is not currently serving with career or career conditional tenure but will be given a career appointment	Is not on your agency's rolls	102	Career Exec Assign	JMM and KQM	Reg 305.507(b) and Reg 315.401
12			Is already on the rolls of your agency under a different appointment	502	Conv to Career Exec Assign		
13		Is not currently serving with career or career-conditional tenure but will be given a career-conditional appointment	Is not on your agency's rolls	103	Career Exec Assign-Cond		
14			Is already on the rolls of your agency under a different appointment	503	Conv to Career Exec Assign-Cond		
15	Has basic eligibility under a Law, Executive Order, or CS rule or regulation for noncompetitive career or career-conditional appointment	Is not on your agency's rolls	Will have Career tenure	102	Career Exec Assign	JMM	Reg 305.507(b)
16			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		

Table 9-1 Career Appointment under the Executive Assignment System (Continued)

RULE	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1–3)*
17	Has basic eligibility under a Law, Executive order, or CS rule or regulation for noncompetitive career or career-conditional appointment	Is already on the rolls of your agency under a different appointment	Will have Career tenure	502	Conv to Career Exec Assign	JMM	Reg 305.507(b)
18			Will have Career-Conditional tenure	503	Conv to Career Exec Assign-Cond		
19	Has completed 5 continuous years of employment in the same agency under a Temp Appointment—PER (TAPER) or an indefinite appointment	Was Serving under Temp Appt-PER when the position was made subject to the Executive Assignment System		502	Conv to Career Exec Assign	J2M	Reg 305.701
20	Has completed 5 continuous years of employment in the same agency under a limited executive assignment					JTM	Reg 305.510
21	Has completed one year of satisfactory service under a special tenure appointment authorized under CS Rule 3.2	Has been recommended and approved for conversion	Will have Career tenure	502	Conv to Career Exec Assign	LPM and JMM	Reg 315.702 and Reg 305.507(b)
22			Will have Career-Conditional tenure	503	Conv to Career Exec Assign-Cond		

Table 9-I Career Appointment under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1-3)*
23	Exercises restoration rights under 5 USC 3551 upon discharge from military services		Will have Career tenure	102	Career Exec Assign	VRM and (Cite auth code for appt held prior to separation upon which restoration ★★ is based)	5 USC 3551 and (Cite authority for appointment held prior to separation upon which restoration ★★ is based)
24			Will have Career-Condition tenure	103	Career Exec Assign-Cond		
25	Exercises restoration rights under sections 2021-2024 of title 38, United States Code upon discharge from military service		Will have Career tenure	102	Career Exec Assign	QEM and (Cite auth code for appt held prior to separation upon which restoration ★★ is based)	Reg 353.302(a) and (Cite authority for appointment held prior to separation upon which restoration ★★ is based)
26			Will have Career-Conditional tenure	103	Career Exec Assign-Cond		
27	Is ordered restored by MSPB Directive after he/she appeals agency's failure to restore or improper restoration upon return from military service (See Note 4)	Will have Career tenure		102	Career Exec Assign	ALM and (Cite auth code for appt held prior to separation upon which restoration ★★ is based)	MSPB Directive-Mil and (Cite authority for appointment held prior to separation upon which restoration ★★ is based)
28		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		

Table 9–I Career Appointment under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth code Is*	*Authority Is (See Notes 1–3)*
29	Exercises statutory restoration rights upon recovery from compensable injury	Will have Career tenure		102	Career Exec Assign	QFM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration is based)
30		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		
31	Is ordered restored by MSPB Directive after he/she appeals agency's failure to restore or improper restoration upon recovery from compensable injury (See Note 4)	Will have Career tenure		102	Career Exec Assign	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
32		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		
◆33	Employee's partial recovery from compensable injury	Will have Career Tenure		102	Career Exec Assign	QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)◆
34		Will have Career-Conditional Tenure		103	Career Exec Assign-Cond		

Table 9–I Career Appointment under the Executive Assignment System (Continued)

R U L E	A *If The Person*	B *And The Person*	C *And The Person*	D *Then NOAC Is*	E *NOA Is*	F *Auth code Is*	G *Authority Is (See Notes 1–3)*
35	Exercises reemployment rights based on movement between executive agencies during an emergency	Will have Career tenure		102	Career Exec Assign	PWM and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 352.204 and (Cite authority for appointment held prior to separation upon which reemployment is based)
36		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		
37	Exercises reemployment rights after transfer to an international organization	Will have Career tenure		102	Career Exec Assign	P3M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 352.311 and (Cite authority for appointment held prior to separation upon which reemployment is based)
38		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		
39	Exercises reemployment rights after service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Will have Career tenure	102	Career Exec Assign	P5M and (Cite auth code for appoint held prior to separation upon which reemployment is based)	Reg 352.507 and (Cite authority for appointment held prior to separation upon which reemployment is based)
40			Will have Career-Conditional tenure	103	Career Exec		
41		Is already on the rolls of your agency under another appointment	Will have Career tenure	502	Conv to Career Exec Assign		
42			Will have Career-Conditional tenure	503	Conv to Career Exec Assign-Cond		

TABLE 9–I Career Appointment under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G
	If The Person	*And The Person*	*And The Person*	*Then NOAC Is*	*NOA Is*	*Auth code Is*	*Authority Is (See Notes 1–3)*
41	Exercises reemployment rights under circumstances not covered in Rules 23–40	Will have Career tenure		102	Career Exec Assign	ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite Law, E.O., or Reg that authorizes reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
42		Will have Career-Conditional tenure		103	Career Exec Assign-Cond		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If OP Form 1390 was obtained for the action, also include with the authorities *AWM: OPM Form 1390 dated (date)*. When used, *AWM* should be the last authority cited.

◆ [3] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292–1 to identify the code for that legal authority. ◆

[4] If MSPB determines restoration was improper, cancel it following instructions in subchapter 32 of this **Guide**.

Table 9-J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
1	Appointment or conversion requires completion of an initial probationary period.	Employee has already completed initial probationary period	E04	Initial probationary period completed
2		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date)
3	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required
4		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed
5		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date)
6	Appointment is career-conditional	Employee has not previously completed the service requirement for conversion to career tenure	T10	Service counting toward career tenure from (date)
7	◆ Appointment is Career ◆	The employee was converted to career tenure on a prior appointment	T07	Completed service requirement for career tenure from (date) to (date)

Table 9–J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)—Continued

RULE	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
8	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a Temporary Appt or a Temporary-Appointment–PER	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment
9		The employee is given an appointment without time limitation	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay
10	Appointment is at salary rate above minimum rate of the grade (See Note 3)		P04	Superior qualifications appointment made under Reg 531.203(b)
11	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established to recruit and retain qualified employees		P05	Special rate under 5 USC 5303
12	Salary employee can be paid is limited by 5 USC 5308 or another statutory authority	Salary block on the SF 50 shows rate at which employee is actually paid and not his/her scheduled rate of pay	P11	Salary would be $(amount) if not limited by 5 USC 5308 (or other statutory authority)
13	Appointment is to a position under which employee is subject to 7½% CSR deduction.		B05	Employee became subject to 7½ CSR deduction effective (date)
14	Employee is appointed to or converted to a supervisory GS position in which he/she supervises prevailing rate employees	Employee's salary is adjusted so he/she will be paid at a higher rate than the employees he/she supervises	P07	Pay rate authorized under Reg 531.305—supervises prevailing rate employees paid (rate) pa

Table 9–J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)—Continued

RULE	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
15	Employee previously earned a higher rate of pay which agency wishes to use to set salary for current action	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate)
16		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service
17	Rate increase is due on effective date of action	Actions will be processed on the same SF 50	P02	Pay rate fixed to include rate increase due on same date
18	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) days in work status from (date) to (date)
19	Conversion is from intermittent with pay employment		G30	Intermittent employment totalled (number) days in pay status from (date) to (date)
20	Employee is a Special Government Employee as defined in Sec. 202 of Title 18.		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees
21	Employee is returning after service with an international organization, military service or absence due to compensable injury	Rate of pay includes increases he/she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he/she remained continuously in Federal service
22		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date)

Table 9–J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)—Continued

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
23	Employee qualified for position under an approved Training Agreement under which he/she is placed directly into target occupation without first meeting qualification standards		E36	Qualified for this position only under OPM-approved Training Agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training
24	Employee moves from under one payroll office to under another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits
25		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits
26	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits
27	Employee is not eligible to earn leave		B04	Ineligible for leave
28	Work schedule is part-time		M32	Tour of duty will be (days and hours of work)
29	Employee is on the rolls of another agency in a nonpay status (See Note 4)	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency)
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (See Note 4)		M34	On part-time (or intermittent) appointment in (agency)
31	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date)

Table 9-J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)—Continued

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
32	Employee is entitled to grade retention under 5 USC 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date)
33			X61	Retained grade will not be used for purposes of reduction-in-force
34			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility
35		Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (See Note 5)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced
36		Employee will be entitled another period of grade retention when the current period has ended	X38 (See Note 6)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier
37	Employee was entitled to grade retention (under 5 USC 5362) on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention
38			X49	Change to lower grade is for personal cause

Table 9–J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2)—Continued

R U L E	A	B	C	D
	If	And	Then Remark Code Is	Remark Is
39	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention
40	Employee is entitled to pay retention under 5 USC 5363			
41		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned
42	Employee was entitled to pay retention (under 5 USC 5363) on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause
43			X42	Pay retention entitlement is terminated
44	Employee has declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits
45	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee developmental position
46	Employee is converted from an SES appointment	Action is initiated by appointing officer because of employee's unsatisfactory performance in the SES position	M58	No SES reinstatement rights

Table 9-J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
47	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).
48	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).
49	Employee is an on-call employee, one who is hired on a work-as-needed basis for service during periods of heavy workload with a minimum service period of at least 6 months a year		A02	◆ Appointment is on an on-call basis; the employee is ◆ subject to release to nonpay status and recall to duty to meet workload requirements ◆ as a condition of employment in accordance with the attached ◆ agreement. (See Note 7.)
50	Employee is a seasonal employee, one employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he/she is placed in nonpay status in accordance with pre-established conditions of appointment.		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 7.)

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Table 9-J Remarks to be Shown on SF 50 for Appointment or Conversion to Career or Career-Conditional Appointment (See Notes 1 and 2) (Continued)

R	A	B	C	D
U L E	*If*	*And*	*Then Remark Code Is*	*Remark Is*
51	Employee was selected from a list of candidates or eligibles established under agency Merit Promotion or Merit Staffing Procedures.		K12	Selected from (cite the number of the agency's Merit Promotion Certificate or list of eligibles) dated (date).
◆52	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for any health benefits coverage you elect will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays and the Government premium cost for a full-time employee.
53	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues. ◆

NOTES:

[1] Use as many remarks as are applicable.

[2] If person appointed is a retiree, use the appropriate remarks from this table *and* from the tables in subchapter 8.

[3] When OPM granted approval of an advanced rate, also cite as an authority "AWM: SF 59 approved date;" when advanced rate was granted by the agency under a delegation agreement, also cite "BWM: OPM Delegation Agr.".

[4] Send copy of appointment SF 50 to employee's servicing personnel officer in the other agency for use in insuring that the Dual Compensation Act is not violated.

[5] Use this remark in addition to those required by Rules 32-34, above.

[6] Use this remark in addition to those required by Rules 32-35, above.

[7] Be sure to attach to the employee copy of the SF 50 a copy of his/her employment or working agreement.

#10 Nonstatus Appts in the Competiti
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Subchapter 10. Nonstatus Appointments in the Competitive Service

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Subchapter 10. Nonstatus Appointments in the Competitive Service

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S10-1. Coverage.

This subchapter covers all competitive service appointments which are time-limited or nonpermanent and from which employees do not acquire competitive status.

S10-2. Definitions.

a. *Summer Appointment NTE*
This is a temporary appointment which begins after May 12 and ends before October 1 of the same year. (See subchapter 11 for summer employment in the excepted service.)

b. *Appointment NTE*
This includes temporary or limited appointments made for periods up to one year or less except those which begin after May 12 and end before October 1 of the same year.

c. *Limited Executive Assignment*
This is a supergrade (GS 16, 17, or 18) appointment which is made when, because of special circumstances, the OPM approves a request to bypass the normal Career Executive Assignment procedures.

d. *Temporary Appointment PER*
This is a temporary appointment authorized by the OPM. This allows an agency to make appointments in the absence of eligibles who can be considered for permanent employment from a CS register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected.

e. *Term Appointment*
This is an appointment made to a position which will last longer than one year but not more than four years, and which is of a project nature where the job will terminate upon completion of the project.

f. *Appointment—Status Quo*
This is an appointment which is used to keep an employee in his/her position when the position is moved into the competitive civil service and when the employee is not eligible for or selected for conversion to competitive status.

g. *Emergency Appointment*
This is an appointment authorized by OPM to fill a position which is expected to last longer than one year when it is not in the public interest to make a career or career-conditional appointment.

h. *Overseas Limited Appointments*
These are appointments of US citizens who are recruited either overseas or in the United States for overseas employment. The appointments can be made (1) on an indefinite basis, (2) for a term or period of not-to-exceed-five-years under programs for rotating career and career-conditional employees between overseas areas and the US, or (3) on a temporary limited basis for a period not-to-exceed one year.

S10-3. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the RTD and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in subchapter 16 to select the NOA/NOAC, authority, authority code, remarks and remarks codes for the RTD and put them in blocks 18-A through 18-F and 37 of the SF 52.

◆ c. If an employee who is to be separated from the agency by RIF procedures accepts in the same agency a nonpermanent appointment that will begin within three calendar days of the RIF separation date, each action must be processed separately: *the gaining office processes an ap-*

pointment action (not a conversion to appointment) and the losing office processes a 356/Termination-Involuntary. (These instructions do not apply where a competing employee accepts an offer of assignment under the RIF regulations to a specifically limited temporary position; such an action will be processed as a Position Change, a Reassignment, etc., following the instructions in subchapter 14.) ◆

d. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time or intermittent basis) or change the number of hours in a pay period which a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to process both actions. Follow instructions in subchapter 24 to select the NOAC/NOA, authority, authority code, remarks and remarks code for the change in work schedule or hours and put in blocks 19 A—F and 37 of the SF 52.

If a conversion and RTD are recorded on the same personnel action, do not enter the NOAC/NOA for a change in work schedule. Simply record the new work schedule or tour of duty in the appropriate blocks.

e. Select NOA/NOAC, authorities and authority codes and remarks from the tables listed below and put them in blocks 18 A—F and 37 of the SF 52. (When an RTD action is processed on the same personnel action, use blocks 19 A—F for NOA/NOAC, authority and authority codes for the conversion.)

For	*Use*
Summer Appt NTE	Tables 10–A and 10–I
Temp Appt NTE	Tables 10–B and 10–I
Limited Executive Assignment	Tables 10–C and 10–I
Temp Appt PER	Tables 10–D and 10–I
Term Appt	Tables 10–E and 10–I
Appointment-Status Quo	Tables 10–F and 10–I
Emergency Appt	Tables 10–G and 10–I
Overseas Limited Appt	Tables 10–H and 10–I

f. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

g. Use subchapter 5 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

h. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

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i. If the person is being converted to a new appointment and will be serviced by a new payroll office, the losing office must give the employee, before the effective date of the conversion, a completed SF 8, Notice to Employee about Unemployment Insurance. Show full address of payroll office where individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. See FPM chapter 850.

j. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

k. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7. If an SF 7 card is not already on file for the employee, prepare a new one to record the action.

l. Enter or update suspense or reminder dates in the service record system, on the SF 7 card, and in any other tickler system your agency maintains. Examples of such dates include:
—NTE date for appointment
—ending date for trial period
—date eligible for within grade increase
—placement follow-up date(s)
—position classification review due date
—training agreement expiration date
—grade retention expiration date
—number of days or hours to which appointment is limited

m. Check FPM Supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agen-

cy's instructions to dispose of those not filed in the OPF.

◆ n. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52. ◆

o. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for instructions and addresses of the pay centers).

p. Distribute SF 50 copies as follows:
  (1) Employee Copy—send to employee in accordance with your agency's instructions.
  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
  (3) OPM Copy—submit to OPM as ★★ prescribed in FPM Supplement 298–1.
  (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
  (5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

Table 10–A Summer Appointment NTE

RULE	A	B	C	D	E	F
	If the appointment is	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note)*
1	From an agency list of eligibles established as the result of Announcement No. 414	Is not on your agency's rolls	117	Summer Appt NTE (date)	M2M	Reg 316.402(a) (Summer)
2		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		
3	Based on previous summer employment in the same agency, as provided in FPM chapter 332, appendix J.	Is not on your agency's rolls	117	Summer Appt NTE (date)	M4M	Reg 316.402(a) (Summer Rehire)
4		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		
5	Made noncompetitively based on employee's eligibility for reinstatement	Is not on your agency's rolls	117	Summer Appt NTE (date)	M6M	Reg 316.402 (b)(1)
6		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		
7	Made noncompetitively based on service under a CZ career or career-conditional appointment under the Canal Zone Merit System	Is not on your agency's rolls	117	Summer Appt NTE (date)	M8M	Reg 316.402(b)(2)
8		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		

Table 10-A Summer Appointment NTE (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note)*
9	Made noncompetitively based on service as a Peace Corps, VISTA or ACTION Community volunteer	Is not on your agency's rolls	117	Summer Appt NTE (date)	M8M	Reg 316.402(b)(2)
10		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt (NTE) (date)		
11	Made noncompetitively based on service as a career Foreign Service employee or as a Peace Corps employee under Reg 315.607	Is not on your agency's rolls	117	Summer Appt NTE (date)		
12		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt (NTE) (date)		
13	Made noncompetitively of a veteran or disabled veteran who is eligible for VRA appointment under Reg 307.102	Is not on your agency's rolls	117	Summer Appt NTE (date)	NCM	Reg 316.402(b)(4)
14		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		
15	Made noncompetitively of a disabled veteran who has a compensable service-connected disability of 30 percent or more	Is not on your agency's rolls	117	Summer Appt NTE (date)	NEM	Reg 316.402(b)(5)
16		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		

Table 10-A Summer Appointment NTE (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note)*
17	Based on conditions other than those described in Rules 1–16 which are authorized by the Federal Personnel Manual	Is not on your agency's rolls	117	Summer Appt NTE (date)	MXM	Reg 316.402(a)
18		Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		

NOTE:

ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

Table 10-B Appointment NTE

RULE	A *If the appointment is*	B *And the appointment is*	C *And the Person*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Authority Is (See Notes 1 & 2)*
1	Based on selection from a CS certificate of eligibles	Not expected to last longer than one year	Is not on your agency's rolls	115	Appt NTE (date)	ACM	CS Cert No
2			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		Is not on your agency's rolls	115	Appt NTE (date)	(Cite code that identifies the OPM activity that issued the authority under which the certificate was prepared—See Note 3)	OPM Auth (no.), (name of installation issuing certificate), Cert No (no.)
4			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
5	Under a direct hire authority		Is not on your agency's rolls	115	Appt NTE (date)	AYM	Direct-Hire Authority (Cite FPM Ltr, Btn, or other OPM Auth, and date)
6			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10-B Appointment NTE (Continued)

R U L E	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
7	Authorized by OPM in the absence of eligibles or in unusual circumstances under OPM's authority in 5 CFR 316.401	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	MZM	Reg 316.402(a) Outside Register
8			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
9	Of a handicapped person for a position at grades GS 1 through GS 15 or under the Federal Wage System		Is not on your agency's rolls	115	Appt NTE (date)	MXM and CTM	Reg 316.402(a) and FPM chapter 316, S4-6d
10			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
11	Under delegated authority to fill a position under the Federal Wage System		Is not on your agency's rolls	115	Appt NTE (date)	MXM	Reg 316.402(a)
12			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
13	Under delegated authority to fill a position at GS 7 or below (or a similar position)		Is not on your agency's rolls	115	Appt NTE (date)		
14			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10-B Appointment NTE (Continued)

R U L E	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
13	Of a handicapped person for a position at grades GS 1 through GS 15 or under the Federal Wage System	Not expected to last longer than one year	Is not on your agency's rolls	115	Appt NTE (date)	MXM and CTM	Reg 316.402(a) and FPM chapter 316, S4-6d
14			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
15	Under delegated authority to fill a position under the Federal Wage System		Is not on your agency's rolls	115	Appt NTE (date)	MXM	Reg 316.402(a)
16			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10-B Appointment NTE (Continued)

RULE	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
15	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Of a college faculty member for NTE one year in a position of scientific, professional, analytical, employee development, or instructional nature	Is not on your agency's rolls	115	Appt NTE (date)	MYM	Reg 316.402(a) (Faculty)
16			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
17	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Of an employee's relative for a period of NTE one month when necessary to meet urgent needs resulting from an emergency posing immediate threat to life or property, or from a national emergency	Is not on your agency's rolls	115	Appt NTE (date)	KLM	Reg 310.202

Table 10–B Appointment NTE (Continued)

RULE	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
18	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Not to exceed one month under circumstances not covered in Rule 17	Is not on your agency's rolls	115	Appt NTE (date)	M1M	Reg 316.402(a) (Special need)
19			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
20	Made noncompetitively based on person's eligibility for reinstatement	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	M6M	Reg 316.402(b)(1)
21			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
22	Made noncompetitively based on career or career-conditional service under the Canal Zone Merit System		Is not on your agency's rolls	115	Appt NTE (date)	M8M	Reg 316.402(b)(2)
23			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10-B Appointment NTE (Continued)

R U L E	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
24	Made noncompetitively based on prior temporary appointment from a ◆ register, subject to conditions published in the FPM ◆	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	NAM	Reg 316.402(b)(3)
25			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
◆26	During a school vacation	Based on previous summer employment in the same agency	Is not on your agency's rolls	115	Appt NTE (date)	M4M	Reg 316.402(a) (Summer Rehire) ◆
27	Made noncompetitively based on service as a Peace Corps, VISTA, or ACTION Community Volunteer	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	M8M	Reg 316.402(b)(2)
28			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
29	Made noncompetitively based on service as a career Foreign Service employee or as a Peace Corps employee under Reg 315.607		Is not on your agency's rolls	115	Appt NTE (date)		
30			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10–B Appointment NTE (Continued)

RULE	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
31	Made noncompetitively based on military service as defined by Reg 316.402(b)(4)	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	NCM	Reg 316.402(b)(4)
32			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
33	Made noncompetitively of a disabled veteran who has a compensable service-connected disability of 30 percent or more		Is not on your agency's rolls	115	Appt NTE (date)	NEM	Reg 316.402 (b)(5)
34			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
35	Made noncompetitively by retention in a noncontinuing position taken over by Federal government from public or private enterprise (FPM chapter 316)			115	Appt NTE (date)	NJM	Reg 316.701
36	To a scientific or professional position established under 5 U.S.C. 3104		Is not on your agency's rolls	115	Appt NTE (date)	VJM	5 U.S.C. 3325
37			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10–B Appointment NTE (Continued)

R U L E	A *If the appointment is*	B *And the appointment is*	C *And the Person*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Authority Is (See Notes 1 & 2)*
38	Based on person's being eligible for a career appointment as a result of service in the legislative or judicial branch of Government	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	NEL	Reg 316.402(b)(6)
39			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		
40	To a scientific or professional position established under authority of a law other than 5 U.S.C. 3104		Is not on your agency's rolls	115	Appt NTE (date)	ZLM	(Enter Law, EO, or Reg that authorizes the appointment or conversion)
41			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

Table 10-B Appointment NTE (Continued)

R U L E	A	B	C	D	E	F	G
	If the appointment is	*And the appointment is*	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Notes 1 & 2)*
42	Based on service overseas as a family member of a civilian employee or uniformed service member who is serving overseas	Not to exceed one year	Is not on your agency's rolls	115	Appt NTE (date)	ZJK	E.O. 12362
43			Is on the rolls of your agency under a different appointment	515	Conv to Appt NTE (date)		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

[2] When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 18E–18F or 19E–19F of the SF 52/50), *ABL: Bicultural/Bilingual Selective Factors.*

[3] OPM Activity which issued authority	Authority Code to be cited on SF 52/50
Eastern Region	BEA
Great Lakes Region	BGL
Mid-Atlantic Region	BMA
Mid Continent Region	BMC
New England Region	BNE
Northwest Region	BNW
Rocky Mountain Region	BRM
Southeast Region	BSE
Southwest Region	BSW
Western Region	BWE
Washington Area Office	BWA
Staffing Services	BSS

Table 10–C Limited Executive Assignment

RULE	A	B	C	D	E	F
	If the appointment is	*And the Person*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is*
1	Under OPM authority	Is not on your agency's rolls	128	Limited Exec Assign	JQM	Reg 305.509
2		Is already on the rolls of your agency	528	Conv to Limited Exec Assign		
3	Based on exercise of reemployment rights	Is not on your agency's rolls	128	Limited Exec Assign	ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority under which reemployment is granted) and (Cite authority for appointment held prior to separation upon which reemployment is based) ◆ (See Note.) ◆
4		Is already on the rolls of your agency	528	Conv to Limited Exec Assign		

◆ NOTE: Cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292–1 to identify the code for that legal authority. ◆

Table 10–D Temporary Appointment Pending Establishment of a Register

RULE	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC Is*	*NOA Is*	*Auth code Is*	*Authority Is (See Notes 1–3)*
1	Under a general OPM recruiting authority in the absence of eligibles for a Worker-Trainee Opportunities (WTO) Program position	Is not on your agency's rolls	112	Temp Appt–PER	MBM	Reg 316.201 WTO
2		Is already on the rolls of your agency	512	Conv to Temp Appt–PER		
3	Under a general OPM recruiting authority in the absence of eligibles for a continuing position not described in rules 1 and 2	Is not on your agency's rolls	112	Temp Appt–PER	MAM	Reg 316.201
4		Is already on the rolls of your agency	512	Conv to Temp Appt–PER		
5	Under a specific recruiting authority in the absence of eligibles for a continuing position	Is not on your agency's rolls	112	Temp Appt–PER	MAM and AYM	Reg 316.201 and Direct-Hire Authority (Cite FPM Ltr, Btn, or other OPM Auth, and date)
6		Is already on the rolls of your agency	512	Conv to Temp Appt–PER		
7	Based on exercise of restoration rights after employee was called into armed forces as a reservist or as a member of the National Guard		112	Temp Appt–PER	Q3M and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.501 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10–D Temporary Appointment Pending Establishment of a Register (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC Is*	*NOA Is*	*Auth code Is*	*Authority Is (See Notes 1–3)*
8	Based on exercise of restoration rights by employee upon return from military service		112	Temp Appt–PER	Q3M and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.501 and (Cite authority for appointment held prior to separation upon which restoration is based)
9	Ordered by MSPB directive after former employee appeals agency's failure to restore or improper restoration after military service (see Note 4)				ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Mil and (Cite authority for appointment held prior to separation upon which restoration is based)
10	Based on exercise of statutory restoration rights by employee upon recovery from compensable injury				QFM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration is based)
11	Ordered by MSPB after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 4)				AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10–D Temporary Appointment Pending Establishment of a Register (Continued)

R U L E	A *If the appointment is*	B *And the person*	C *Then NOAC Is*	D *NOA Is*	E *Auth code Is*	F *Authority Is (See Notes 1–3)*
12	Based on employee's partial recovery from compensable injury		112	Temp Appt–PER	QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)
13	Based on exercise of reemployment rights under circumstances not covered in Rules 7–12	Is not on the rolls of your agency			ZLM and (Cite auth code for appt held prior to separation upon which remployment is based)	Other citation (Enter Law, EO, or Reg that authorizes the appointment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
14		Is already on the rolls of your agency	512	Conv to Temp Appt–PER		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

◆ [3] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM Supp. 292–1 to identify the code for that legal authority. ◆

[4] When MSPB determines restoration was improper, cancel it following instructions in subchapter 32 of this **Guide.**

TABLE 10-E Term Appointment

RULE	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
1	Based on selection from a CS certificate of eligibles	Is not on your agency's rolls	108	Term Appt NTE (date)	ACM	CS Cert No
2		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
3	◆ Based on selection ◆ from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	108	Term Appt NTE (date)	(Cite code that identifies the OPM activity that issued the authority under which the certificate was prepared—see Note 3)	OPM Auth (no.), (name of installation issuing certificate), Cert No (no).
4		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not on your agency's rolls	108	Term Appt NTE (date)	AYM	Direct-Hire Authority (Cite FPM Ltr, Btn, or other OPM Auth, and date)
6		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		

TABLE 10-E Term Appointment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
7	Based on employee's eligibility for reinstatement	Is not on your agency's rolls	108	Term Appt NTE (date)	MEM	Reg 316.302(c)(1)
8		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
9	Based on employee's eligibility for Veteran's Readjustment Appointment	Is not on your agency's rolls	108	Term Appt NTE (date)	MGM	Reg 316.302(c)(2)
10		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
11	Based on eligibility for career or career conditional employment under Regs 315.601, 315.605 or 315.606	Is not on your agency's rolls	108	Term Appt NTE (date)	MJM	Reg 316.302(c)(3)
12		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who did not complete the term of the original appointment	Is not on your agency's rolls	108	Term Appt NTE (date)	MLM	Reg 316.302(c)(4)
14		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		

TABLE 10-E Term Appointment (Continued)

RULE	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability	Is not on your agency's rolls	108	Term Appt NTE (date)	MMM	Reg 316.302(c)(5)
16		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-cond. appt. after employment with Postal Service or Postal Rate Commission	Is not on your agency's rolls	108	Term Appt NTE (date)	V8L	39 U.S.C. 1006
18	Based on the person's reemployment rights				ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Enter Law, EO, or Reg that authorizes the appointment) and (cite authority for appointment held prior to separation upon which reemployment is based)

TABLE 10-E Term Appointment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
19	Based on that person's reemployment rights	Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)	ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Enter Law, EO, or Reg that authorizes the appointment) and (cite authority for appointment held prior to separation upon which reemployment is based)
20	Based on person's being eligible for a career appointment as a result of service in the legislative or judicial branch of Government	Is not on your agency's rolls	108	Term Appt NTE (date)	NEL	Reg 316.402.(b) (6)
21		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		

TABLE 10-E Term Appointment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority Is (See Notes 1 & 2)*
22	Based on service overseas as a family member of a civilian employee or uniformed service member who is serving overseas	Is not on your agency's rolls	108	Term Appt NTE (date)	ZJK	EO 12362
23		Is on the rolls of your agency under a different appointment	508	Conv to Term Appt NTE (date)		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and *OPM*, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

[2] When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 18E–18F or 19E–19F of the SF 52/50), *ABL: Bicultural/Bilingual Selective Factors*.

[3] OPM Activity which issued authority	Authority Code to be cited on SF 52/50
Eastern Region	BEA
Great Lakes Region	BGL
Mid-Atlantic Region	BMA
Mid Continent Region	BMC
New England Region	BNE
Northwest Region	BNW
Rocky Mountain Region	BRM
Southeast Region	BSE
Southwest Region	BSW
Western Region	BWE
Washington Area Office	BWA
Staffing Services	BSS

TABLE 10-F Status Quo Employment

R U L E	A	B	C	D	E	F
	If the appointment is	And the person	Then NOAC is	NOA is	Auth. Code is	Authority is (See Note 1)
1	Completion of a course of training by a disabled Veteran	Is not on your agency's rolls	124	Appt-Status Quo	LBM	Reg 315.604
2		Is on the rolls of your agency under a different appointment	524	Conv to Appt-Status Quo		
3	Retention of person whose position in public or private enterprise is taken over by the Federal Government (FPM chapter 316)		124	Appt-Status Quo	NJM	Reg 316.701
◆ 4	Retention of an employee who is serving in an excepted service position when that position is brought into the competitive service		524	Conv to Appt-Status Quo	NMM	Reg 316.702 ◆
5	Authority of a statute or Executive Order waiving the civil service requirements when competitive status is not conferred by the authority (FPM chapter 315)	Is not on your agency's rolls	124	Appt-Status Quo	ZLM	(Enter Law, EO, or Reg which authorizes the appointment)
6		Is on the rolls of your agency under a different appointment	524	Conv to Appt-Status Quo		

TABLE 10-F Status Quo Employment (Continued)

RULE	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth. Code is*	*Authority is (See Note 1)*
7	The person possesses rare skills (FPM chapter 316)	Is not on your agency's rolls	124	Appt-Status Quo	NFM	Reg 316.601
8		Is on the rolls of your agency under a different appointment	524	Conv to Appt-Status Quo		
9	Selection for a GS 16, 17 or 18 position in the competitive service when the position is not under the Executive Assignment System	Is not on your agency's rolls	124	Appt-Status Quo	A7M	CS Rule 3.2
10		Is on the rolls of your agency under a different appointment	524	Conv to Appt-Status Quo		
11	Exercise of statutory restoration rights by employee upon recovery from compensable injury		124	Appt-Status Quo	QFM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration is based)
12	An order from MSPB after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2.)				AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)

TABLE 10-F Status Quo Employment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is	*And the person*	*Then NOAC is*	*NOA is*	*Auth. Code is*	*Authority is (See Note 1)*
13	Employee's partial recovery from compensable injury		124	Appt-Status Quo	QFK and (Cite auth code for appt held for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)
14	Exercise of restoration rights under 5 U.S.C 3551 a reservist or as a member of the National Guard				VRM and (Cite auth code for appt held prior to separation upon which restoration is based)	5 U.S.C. 3551 and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Exercise of reemployment rights not covered under Rules 11–14	Is not on the rolls of your agency			ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Law, EO, or Reg that authorizes the appointment) and (cite authority for appointment held prior to separation upon which or reemployment is based)
16		Is on the rolls of your agency under a different appointment	524	Conv to Appt-Status Quo		

NOTES:

[1]*ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] When MSPB determines restoration was improper, cancel it following the instructions in subchapter 32 of this Guide.

Table 10-G Emergency Appointment

RULE	A	B	C	D	E	F
	If the appointment is made	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is (See Note 1)*
1	From a civil service certificate	Is not on your agency's rolls	107	Emergency Appt	ACM	CS Cert No
2		Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt		
3	From outside a CS register in the absence of eligibles	Is not on your agency's rolls	107	Emergency Appt	HDM	Reg 230.402(b)
4		Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt		
5	Noncompetitively of a person recruited on a standby basis before a national emergency in accordance with the requirements in FPM chapter 230	Is not on your agency's rolls	107	Emergency Appt	HGM	Reg 230.402(c)(1)
6		Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt		
7	Noncompetitively of a member of the National Defense Executive Reserve (FPM chapter 230)	Is not on your agency's rolls	107	Emergency Appt	HJM	Reg 230.402(c)(2)

Table 10–G Emergency Appointment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is made	*And the Person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is (See Note 1)*
8	Noncompetitively of a member of the National Defense Executive Reserve (FPM chapter 230)	Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt	HJM	Reg 230.402(c)(2)
9	Noncompetitively based on reinstatement eligibility	Is not on your agency's rolls	107	Emergency Appt	HLM	Reg 230.402(c)(3)
10		Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt		
11	Based on exercise of statutory restoration rights by employee upon recovery from compensable injury		107	Emergency Appt	QFM and (Cite auth code for appt held prior to separation upon which restoration ★★ is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration ★★ is based)
12	Based on order from MSPB after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 2)				AQM and (Cite auth code for appt held prior to separation upon which restoration ★★ is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration ★★ is based)

Table 10-G Emergency Appointment (Continued)

R U L E	A	B	C	D	E	F
	If the appointment is made	*And the person*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is (See Note 1)*
◆13	Employee's partial recovery from compensable injury		107	Emergency Appt	QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)◆
14	Based on exercise of restoration rights under 5 USC 3551				VRM and (Cite auth code for appt held prior to separation upon which restoration is based)	5 USC 3551 and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Based on reemployment under circumstances not described in Rules 11-14	Is not on your agency's rolls			ZLM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Enter Law, EO, or Reg which authorized the appointment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
16		Is on the rolls of your agency under a different appointment	507	Conv to Emergency Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] When MSPB determines restoration was improper, cancel it following the instructions in subchapter 32 of this **Guide**.

Table 10–H Overseas Limited Appointment

R U L E	A	B	C	D	E	F	G
	If the appointee	*And the Appointment is*	*And the Person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Note 1)*
1	Is a US citizen recruited overseas	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HNM	Reg 301.201
2			Is on the rolls of your agency under a different appointment	520	Conv to O/S Ltd Appt		
3		To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between O/S areas and US after specified periods of service	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)		
4			Is on the rolls of your agency under a different appointment	522	Conv to O/S Ltd Appt NTE (date)		

Table 10-H Overseas Limited Appointment (Continued)

RULE	A	B	C	D	E	F	G
	If the appointee	*And the Appointment is*	*And the Person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Note 1)*
5	Is a citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To an overseas position for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HRM	Reg 301.202
6			Is on the rolls of your agency under a different appointment	520	Conv to O/S Ltd Appt		
7		To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between O/S areas and the U.S.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)		
8			Is on the rolls of your agency under a different appointment	522	Conv to O/S Ltd Appt NTE (date)		

Table 10-H Overseas Limited Appointment (Continued)

RULE	A	B	C	D	E	F	G
	If the appointee	*And the Appointment is*	*And the Person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Note 1)*
9	Is hired for overseas temporary employment to meet administrative needs	For one year or less under conditions published in the FPM Chapter 301	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	H3M	Reg 301.203(c)
10			Is on the rolls of your agency under a different appointment	522	Conv to O/S Ltd Appt NTE (date)		
11	Is hired based on exercise of restoration rights under 5 USC 3351	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	VRM and (Cite auth code for appt held prior to separation upon which restoration is based)	5 USC 3551 and (Cite authority for appointment held prior to separation upon which restoration is based)
12	Is hired based on exercise of statutory restoration rights upon recovery from compensable injury					QFM and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-H Overseas Limited Appointment (Continued)

RULE	A	B	C	D	E	F	G
	If the appointee	*And the Appointment is*	*And the Person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Note 1)*
13	Is hired based on an order from MSPB after former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (See Note 2)	To a position for an indefinite period of time		120	O/S Ltd Appt	AQM and (cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (cite authority for appointment held prior to separation upon which restoration is based
◆14	Employee's partial recovery from compensable injury					QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)◆

Table 10-H Overseas Limited Appointment (Continued)

R U L E	A	B	C	D	E	F	G
	If the appointee	*And the Appointment is*	*And the Person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Note 1)*
15	Is hired based on reemployment under an authority or circumstances not covered in Rules 11-14	To a position for an indefinite period of time		120	O/S Ltd Appt	ZLM and (cite auth code for appt held prior to separation upon which reemployment is based)	(Enter Law, EO, or Reg which authorized the appointment) and (cite authority for appointment held prior to separation upon which reemployment is based)
16		To a position overseas for a term NTE 5 years when time limitation is part of general program for rotation of career and career-conditional employees between O/S areas and the US		122	O/S Ltd Appt NTE (date)		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] When MSPB determines restoration was improper, cancel it following the instructions in subchapter 32.

Table 10-1 Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)

R U L E	A *If*	B *And*	C *Then Remark Code is*	D *Remark is*
1	Appointment requires employee to complete a trial period	Employee has already completed that trial period	E03	Trial period completed.
2		Employee has not completed trial period	E19	Appointment is subject to completion of one-year trial period beginning (date).
3	Person has been receiving severance pay or is eligible to begin receiving severance pay from another agency	Is given a temporary appointment or Temp Appt-PER	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
4		Is given an appointment NTE more than one year or without time limitation	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
5	Appointment is at salary rate above minimum rate of the grade (See Note 2)		P04	Superior qualifications appointment made under Reg 531.203(b).
6	Employee is appointed to or converted to a position for which special higher than usual pay rate has been established to recruit and retain qualified employees		P05	Special rate under 5 USC 5303.
7	Employee is appointed to or converted to a supervisory GS position in which he/she supervises prevailing rate employees	Employee's rated pay is adjusted so he/she will be paid at a higher rate than the employee's supervisors	P07	Pay rate authorized under Reg. 531.305—supervises prevailing rate employees paid (rate) pa.

Table 10–I Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)—Continued

RULE	*A*	*B*	*C*	*D*
	If	*And*	*Then Remark Code is*	*Remark is*
8	Employee previously earned a higher rate of pay which agency wishes to use to set salary for current action	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate).
9		Agency cannot verify prior salary before action is effective	P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.
10	Salary employee can be paid is limited by 5 USC 5308 or another statutory authority	Salary block on SF 50 shows rate which employee is actually paid and not his/her scheduled rate.	P11	Salary would be $(amount) if not limited by USC 5308 (or other statutory authority).
11	Rate increase is due on effective date of action	A separate action is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.
12	Conversion is from without compensation (WC) intermittent employment		G29	Intermittent employment totalled (number) days in work status from (date) to (date).
13	Conversion is from intermittent employment		G30	Intermittent employment totalled (number) days in pay status from (date) to (date).
14	Employee is a Special Government Employee as defined in Sec. 202 of title 18		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.

Table 10-I Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)—Continued

RULE	A	B	C	D
	If	*And*	*Then Remark Code is*	*Remark is*
15	Employee is returning after service with an international organization	Rate of pay includes increases he/she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he/she remained continuously in Federal Service.
16		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).
17	Employee qualified for position under an OPM-approved Training Agreement under which he/she is placed directly into target occupation without first meeting qualification standards		E36	Qualified for this position only under OPM-approved Training Agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
18	Appointment is limited to 700 hours	Employee has served under another 700-hour appointment within the past year	A08	Total employment under this and previous appointment must not exceed (number) hours.
19		Employee has not served under another 700-hour appointment within the past service year	A07	Total employment under this appointment must not exceed (number) hours.
20	Employee is not eligible to enroll in health benefits plan		B03	Ineligible for health benefits.
21	Employee moves from under one payroll office to under another (whether in same agency or in another agency)	Elected not to enroll in health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
22		Cancelled enrollment while in previous agency office	B01	Cancelled health benefits.

Table 10-I Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)—Continued

R U L E	A	B	C	D
	If	*And*	*Then Remark Code is*	*Remark is*
23	Work schedule is part-time		M32	Tour of duty will be (days and hours of work).
24	Employee is on the rolls of another agency in a nonpay status (see Note 3)	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
25	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 3)		M34	On part-time (or intermittent) appointment in (agency).
26	Employee is not eligible to earn leave		B04	Ineligible for leave.
27	Appointment is a position under which employee is subject to 7½% CSR deduction		B05	Employee became subject to 7½% CSR deduction effective (date).
28	Employee is entitled to grade retention under 5 USC 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
29			X61	Retained grade will not be used for purposes of reduction in force.
30			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.

Table 10–1 Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)—Continued

RULE	A	B	C	D
	If	*And*	*Then Remark Code is*	*Remark is*
31	Employee is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention.	X35 (See Note 4)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
32		Employee will be entitled to another period of grade retention when the current period has ended.	X38 (See Note 5)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
33	Employee was entitled to grade retention (under 5 U.S.C. 5362) on previous position.	Employee has accepted a change to a lower grade position for personal cause.	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
34			X49	Change to lower grade is for personal cause.
35	Employee is entitled to pay retention under 5 U.S.C. 5363.		X40	Employee is entitled to pay retention.
36		Employee's salary is 150% of the maximum rate of the grade to which assigned.	X41	Salary is 150% of maximum rate of grade to which assigned.
37	Employee was entitled to pay retention (under 5 U.S.C. 5363) on previous position.	Employee has accepted a change to a lower grade position for personal cause.	X49	Change to lower grade is for personal cause.
38			X42	Pay retention entitlement is terminated.
39	Employee has declined conversion to an SES appointment.	Position to which employee is being assigned is an SES position.	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.

Table 10-1 Remarks to be Shown on SF 50 for Appointment and Conversion to Nonstatus Appointment in the Competitive Service (See Note 1)—Continued

R U L E	A	B	C	D
	If	*And*	*Then Remark Code is*	*Remark is*
40	Employee is converted from an SES appointment.	Action is initiated by appointing officer because of employee's unsatisfactory performance in the SES position.	M58	No SES reinstatement rights.
41	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).
42	Office which provides personnel service (including OPF maintenance) is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintainnd by (name and address of office).
◆43	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency	Is given a time-limited appointment of 1 year or less	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment
44		The employee is given an appointment without time limitation	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay ◆

NOTES:

[1] Use as many remarks as are applicable. If person appointed is a retiree, use the appropriate remarks from the Table and from the Tables in subchapter 8.

[2] When OPM granted approval of an advanced rate, also cite as an authority "AWM: SF 59 approved (date)." when advanced rate was granted by the agency under a delegation agreement, also cite "BWM: OPM Delegation Agr."

[3] Send copy of appointment SF 50 to the employee's servicing personnel office at the other agency for their information and use in insuring that the dual compensation laws are not violated.

[4] Use this remark in addition to those required under Rules 28-30, above.

[5] Use this remark in addition to those required under Rules 28-31, above.

#11 Excepted Svc Appts

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Subchapter 11. Excepted Service Appointments

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Subchapter 11. Excepted Service Appointments

S11-1. Coverage.

This subchapter covers all appointments and conversions to appointments which are made without regard to the competitive requirements of the Civil Service Rules and Regulations and which are not covered by the Panama Canal Employment System. Instructions for those appointments are found in subchapter 12.

S11-2. Definitions.

a. An *appointment* brings an individual onto the rolls (staff) of an agency.

b. A *conversion* changes an employee from one appointment to another appointment in the same agency without a break in service.

S11-3. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the return to duty (RTD) and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in Chapter 16 to select the NOA/NOAC, authority/authority code, remarks and remarks codes for the RTD and put them in blocks 18A–F and 37 of the SF 52.

◆ c. If an employee who is to be separated from the agency by RIF procedures accepts in the same agency a nonpermanent appointment that will begin within three calendar days of the RIF separation date, each action must be processed separately: *the gaining office processes an appointment action* (not a conversion to appointment) and the losing office processes a 356/Termination-Involuntary. (These instructions do not apply where a competing employee accepts an offer of assignment under the RIF regulations to a specifically limited temporary position; such an action will be processed as a Position Change, a Reassignment, etc., following the instructions in subchapter 14.) ◆

d. If an employee is voluntarily converting from a competitive appointment to an excepted appointment, obtain a statement of understanding from the employee; see FPM chapter 302.

e. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time or intermittent basis) or change the number of hours in a pay period which a part-time employee is schedule to work, you must also document that change. Use the same 52 (and SF 50) to process both. Follow instructions in subchapter 24 to select the NOA/NOAC, authority, authority code, remarks and remarks codes for the change in work schedule or hours and put them in blocks 19A–F and 37 of the SF 52. If a conversion and RTD are recorded on the same personnel action, do not enter the NOA/NOAC for a change in work schedule or hours; simply record the new work schedule or tour of duty in the appropriate blocks.

f. Use Table 11–A, 11–B or 11–C to select the NOA/NOAC, authorities and authority codes for the appointment or conversion and put them in blocks 18A–F of SF 52. (When an RTD action is processed on the same personnel action, use blocks 19A–F for NOA/NOAC, authority and authority codes for the conversion.) Use Table 11–D to select remarks and remarks codes for the action and put them in block 37 of the SF 52.

g. Use subchapter 5 to see what forms must be obtained or prepared with the action. You may

need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

h. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

i. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

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j. If the person is being converted to a new appointment and will be serviced by a new payroll office, the losing office must give to the employee before the effective date of the conversion, a completed SF 8, Notice to Employee about Unemployment Insurance. Show full address of payroll office where the individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. See FPM chapter 850.

k. Record the action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If an SF 7 card is not already on file for the employee, make up a new one to record the action. When the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7.

l. Enter or update suspense or reminder dates in the service record system, on the SF 7 card and in any other tickler system your agency uses. Examples of the dates to be entered include:

—NTE date for appointment
—ending date for trial period
—date for change in tenure group
—date eligible for within grade increase
—date travel agreement expires
—placement follow-up date(s)
—position classification review due date
—training agreement expiration date

m. Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

◆ n. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52. ◆

o. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for instructions and for addresses of the pay centers).

p. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency instructions.
(2) Payroll Copy—send to your payroll office, along with payroll copy of any other forms related to the action.
(3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298–1.
(4) OPF Copy—file on permanent (right) side of employer's Official Personnel Folder.
(5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

Table 11–A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
1	Is being employed under a Schedule A, B, or C authority and is not specifically covered by Rules 7–31 (See Note 3)	Is without time limitation	Is not on your agency's roll	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appointment or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion)
2			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		
3		Is temporary (for other than the summer)	Is not on your agency's rolls	171	Exc Appt NTE (date)		
4			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		
5		Is temporary *for the summer* (See Note 4)	Is not on your agency's rolls	117	Summer Appt NTE (date)		
6			Is on the rolls of your agency under a different appointment	517	Conv to Summer Appt NTE (date)		

Table 11-A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1-3)*
7	Is converted from an SES career appointment under which he or she had guaranteed placement rights to an appointment under the authority of Schedule A or B	Is initiated by the appointing officer based on employee's unsatisfactory performance during the SES probationary period		570	Conv to Exc Appt	(Cite code for Schedule A or B authority under which conversion is effected) and VDJ	(Cite the Schedule A or B, authority under which the conversion is effected) and 5 U.S.C. 3594 (a)
8		Is initiated by the appointing officer based on employee being assigned an unsatisfactory performance rating				(Cite code for Schedule A or B authority under which conversion is effected) and VFJ	(Cite the Schedule A or B authority under which the conversion is effected) and 5 U.S.C. 4314(b)(3)
9		Is initiated by the appointing officer based on employee having been assigned two less than fully successful performance ratings during a period of three consecutive years				(Cite code for Schedule A or B authority under which conversion is effected) and VGJ	(Cite the Schedule A or B authority under which the conversion is effected) and 5 U.S.C. 4314(b)(4)

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Table 11-A Excepted Appointments Which are not Based on Exercise or Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1 & 2)*
10	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3
11			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		
12		Is temporary	Is not on your agency's rolls	171	Exc Appt Appt NTE (date)		
13			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		
14	Is an expert or consultant appointed under other than a Schedule A authority	Is under the authority of 5 USC 3109 and agency's appropriation act or other authorizing statute	Is not on your agency's rolls	171	Exc Appt NTE (date)	VEM and ZLM	5 USC 3109 and (Enter Law, EO, or Reg which authorizes the appointment or conversion)
15			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		
16	Is selected under the Intergovernmental Personnel Act	Is under the authority of 5 USC 3374		171	Exc Appt NTE (date)	VPE	5 USC 3374

Table 11-A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

RULE	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1 & 2)*
17	Is employed under the Veterans Re-Adjustment (VRA) Authority (See Note 4)	Follows a VRA appointment in a different agency without a break in service	Is appointed to a VRA position at the same grade	130	Transfer	KDM	Reg 307.106 Lateral
18			Is appointed to a VRA position at a higher grade			KFM	Reg 307.106 Prom
19			Is appointed to a VRA position at a lower grade			KHM	Reg 307.106 CLG
20		Follows a different appointment in your agency without a break in service	Is on the rolls of your agency	570	Conv to Exc Appt	J8M	Reg 307.103
21		Is not covered under Rules 17–20	Is not on your agency's rolls	170	Exc Appt		
22	Is a Cooperative Education student pursuing a career in office skills or trades and crafts		Is not on your agency's rolls	171	Exc Appt NTE (date)	W5M	Sch A, 213.3102 (g)—Coop (See Note 6)
23			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		

Table II–A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
24	Is a Cooperative Education student in high school or pursuing an Associate Degree	Is to a paraprofessional or technical position	Is not on your agency's rolls	171	Exc Appt NTE (date)	W7M	Sch A, 213.3102 (q)—Coop
25			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		
◆26	Is being appointed to a professional or administrative career (PAC) position under Schedule B authority granted by OPM	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	YLM	Sch B, 213.3202(1) (See Note 7.) ◆
27			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt NTE		
28		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
29			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		

Table 11-A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

RULE	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
30	Is moved out of a Noncareer Executive Assignment because of unsatisfactory or unacceptable performance	Is conversion to Excepted Appointment	Is moved under the procedures of Part 432, CS Regs	570	Conv to Exc Appt	QGM and (Cite code for Schedule A, B, C, or statutory authority that authorizes the conversion)	Reg 432.201 and (Cite Schedule A, B, C or statutory authority that authorizes the conversion) (See Note 3.)
31			Is moved under procedures equivalent to those of Part 432, CS Regs			QHM and (Cite code for Schedule A, B, C or statutory authority that authorizes the conversion)	Reg 432.201 Eq and (Cite Schedule A, B, C or statutory authority that authorizes the conversion) (See Note 3.)
32	Is moved out of a Noncareer Executive Assignment because of unsatisfactory or unacceptable performance		Is moved under agency procedures which are not described in Rule 31			U2M and (Cite code for Schedule A, B, C, or statutory authority that authorizes the conversion)	(Cite agency reg that authorizes reduction in grade because of performance) and (Cite Schedule A, B, C or statutory authority that authorizes the conversion) (See Note 3.)

Table 11–A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
33	Is moved out of a Noncareer Executive Assignment under circumstances not covered in Rules 30–32	Is conversion to Excepted Appointment	Is moved under procedures of 5 U.S.C., Ch. 75	570	Conv to Exc Appt	VAJ and (Cite code for Schedule A, B, C or statutory authority that authorizes the conversion)	5 U.S.C., Ch. 75 and (Cite Schedule A, B, C or statutory authority that authorizes the conversion) (See Note 3.)
34	Is moved out of a Noncareer Executive Assignment under circumstances not covered in Rules 30–32		Is moved under procedures which are equivalent to those of 5 U.S.C. 75			VHJ and (Cite code for Schedule A, B, C, or statutory authority that authorizes the conversion)	5 U.S.C., 75 Eq and (Cite Schedule A, B, C, or statutory authority that authorizes the conversion) (See Note 3.)
35			Is moved under agency procedures not described in Rule 34			USM and (Cite code for Schedule A, B, C, or statutory authority that authorizes the conversion)	(Cite agency reg that authorizes the move) and (cite Schedule A, B, C or, statutory authority for the conversion.) (See Note 3.)
36	Is appointed by the President with the advice and consent of the Senate	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg that authorizes the Presidential appointment with advice and consent of the Senate)
37			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		

Table 11–A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
38	Is appointed by the President with the advice and consent of the Senate	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	ZNM	(Enter Law, E.O., or Reg that authorizes the Presidential appointment with advice and consent of the Senate)
39			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		
40	Is appointed by the President when advice and consent of the Senate is not required	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg that authorizes the Presidential appointment)
41			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		
42		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
43			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		

Table 11–A Excepted Appointments Which are not Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
44	Is employed under the authority of any other law, Executive order or Reg not covered in Rules 1–43 (includes Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109).	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZLM	(Enter Law, E.O., or Reg that authorizes the appointment or conversion)
45			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		
46		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
47			Is on the rolls of your agency under a different appointment	571	Conv to Exc Appt NTE (date)		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 18E–18F or 19E–19F of the SF 52/50), *ABL: Bicultural/Bilingual Selective Factors*.

[3] For information on Schedule A, B, and C authorities, see FPM ch. 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A, B and C, see FPM Supplement 292–1.

[4] For Summer Appointment NTE in the competitive service, see subch 10.

[5] VRA appointees are placed in Tenure Group II of the excepted service.

[6] The OPM has approved used of Sch A, 213.3102(g) authority for temporary employment when the employee is participating in a cooperative education program. In all other cases, appointments made under this authority must be made to nontemporary positions, i.e., to continuing part-time or intermittent or recurring seasonal positions.

◆ [7] When selection is made under PAC Outstanding Scholar Program, show as the second authority (in blocks 18E–18F or 19E–19F of the SF 52/50), *ABK: PAC Outstanding Scholar Program*. ◆

Table 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights

RULE	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1-3)*
1	Is exercising restoration rights under 5 USC 3551 upon return from military service (FPM Ch. 353, S4)			170	Exc Appt	VRM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based)	5 USC 3551 and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based) (See Note 5)
2	Is exercising restoration rights under sections 2021-2024 of title 38, United States Code, upon return from military service					QEM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based)	Reg 353.302(a) and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based) (See Note 5)

Table 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
3	Is exercising statutory restoration rights upon recovery from compensable injury			170	Exc Appt	QFM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based)	Reg 353.302(b) and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based) (See Note 5)
4	Is ordered by MSPB directive to be restored to duty after person appeals failure to restore or improper restoration upon return from military service (See Note 4)					ALM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based)	MSPB Directive—Mil and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration ★★ is based) (See Note 5)

Table 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
5	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury (See Note 4)			170	Exc Appt	AQM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration is based)	MSPB Directive Inj and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which restoration is based) (See Note 5)
◆6	Employee's partial recovery from compensable injury					QFK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based) ◆

Table 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
7	Exercises reemployment rights after movement between executive agencies during an emergency			170	Exc Appt	PWM and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based)	Reg 352.204 and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based) (See Note 5)

Table 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

RULE	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
8	Exercises reemployment rights after having transferred to an international organization		Is not on your agency's rolls	170	Exc Appt	P3M and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based)	Reg 352.311 and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based) (See Note 5)
9	Exercises reinstatement rights after service in the Agency for International Development under 233(d) & 625(b) of the Foreign Assistance Act					P5M and (Cite auth code for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which or reemployment is based)	Reg 352.507 and (Cite authority for Schedule A, B, C or statutory or regulatory authority for appointment held prior to the separation upon which or reemployment is based) (See Note 5)
10			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt		

TABLE 11-B Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

R U L E	A	B	C	D	E	F	G
	If the person	*And the appointment*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority Is (See Notes 1–3)*
11	Exercises reemployment rights under circumstances not covered in Rules 1–10		Is not on your agency's rolls	170	Exc Appt	ZLM and (Cite auth code for Schedule A, B, C, or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based)	(Enter Law, EO, or Reg that authorizes the appointment) and (Cite authority for Schedule A, B, C, or statutory or regulatory authority for appointment held prior to the separation upon which reemployment is based) (See Note 5)
12			Is already on the rolls of your agency	570	Conv to Exc Appt		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

◆ [3] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292-1 to identify the code for that legal authority. ◆

[4] If MSPB determines restoration was improper, cancel it following instructions in subchapter 32 of this **Guide.**

[5] For information on Schedule A, B, or C authorities, see FPM chapter 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A, B, and C, see FPM Supplement 292-1.

Table 11–C Employment Under the Noncareer Executive Assignment System

R U L E	A	B	C	D	E	F
	If the person	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1–3)*
1	Is selected for a position at GS 16, 17, or 18	Is selected from outside your agency without regard to the competitive requirements of the executive assignment system	104	Noncareer Exec Assign	JYM	Reg 305.601
2		Is selected from within your agency without regard to the competitive requirements of the executive assignment system	504	Conv to Noncareer Exec Assign		
3	Is serving on Temp Appt-PER (TAPER) or indefinite appointment in a position that is subject to the executive assignment system	Has completed 5 years of continuous employment in the agency since the position became subject to the executive assignment system			J2M	Reg 305.701
4	Is serving on limited executive assignment	Has completed 5 years of continuous service in the agency under the appointment			JTM	Reg 305.510
5	Is exercising restoration rights upon return from military service	Is exercising restoration rights under 5 U.S.C. 3551	104	Noncareer Exec Assign	VRM	5 U.S.C. 3551
6		Is exercising restoration rights under sections 2021–2024 of title 38, United States Code			QEM	Reg. 353.302(a)

Table 11–C Employment Under the Noncareer Executive Assignment System (Continued)

R U L E	A *If the person*	B *And the person*	C *Then NOAC is*	D *NOA is*	E *Auth code is*	F *Authority is (See Notes 1–3)*
7	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon return from military service (See Note 4.)		104	Noncareer Exec Assign	ALM	MSPB Directive-Mil
8	Is exercising statutory restoration rights upon recovery from compensable injury				QFM	Reg 353.302(b)
9	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury (See Note 4.)				AQM	MSPB Directive-Inj
10	♦ Is exercising restoration rights after ♦ partial recovery from compensable injury				QFK and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg 353.306 and (Cite authority for appointment held prior to separation upon which reemployment is based)

Table 11-C Employment Under the Noncareer Executive Assignment System (Continued)

R	A	B	C	D	E	F
RULE	*If the person*	*And the person*	*Then NOAC is*	*NOA is*	*Auth code is*	*Authority is (See Notes 1-3)*
11	Exercises reemployment rights after movement between executive agencies during an emergency		104	Noncareer Exec Assign	PWM	Reg 352.204
12	Exercises reinstatement rights after service in the Agency for International Development under 233(d) and 625(b) of the Foreign Assistance Act	Is not on the rolls of your agency			P5M	Reg 352.507
13		Is already on the rolls of your agency	504	Conv to Noncareer Exec Assign		
14	Is reemployed under circumstances not described in Rules 5-13	Is not on the rolls of your agency	104	Noncareer Exec Assign	ZLM	(Enter Law, EO, or Reg that authorizes the appointment or conversion)
15		Is already on the rolls of your agency	504	Conv to Noncareer Exec Assign		

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If OPM 1390 was obtained for the action, also include with the authorities *AWM: OPM 1390 (dated). When used, AWM* should be the last authority cited.

◆ [3] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292-1 to identify the code for that legal authority. ◆

[4] If MSPB determines restoration was improper, cancel action following instructions in subchapter 32 of this **Guide.**

Table 11-D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2)

RULE	A	B	C	D
	If	And	Then Remark Code is	Remark is
1	Appointment requires employee to complete a trial period	Employee has not completed that trial period	E19	Appointment is subject to completion of one year trial period beginning (date).
2		Employee has already completed that trial period	E03	Trial period completed.
3	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).
4		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).
5	Person has been receiving severance pay or is eligible to begin receiving severance pay	Is given a temporary appt	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
6		Is given an appointment without time limitation	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
7	Appointment is at salary rate above minimum rate of the grade. (See Note 3)		P04	Superior qualifications appointment made under Reg 531.203(b).
8	Salary employee can be paid is limited by 5 USC 5308 or another statutory authority	Salary block on SF 50 shows rate at which employee is actually paid and not his/her scheduled rate of pay	P11	Salary would be $(amount) if not limited by 5 USC 5308 (or other statutory authority).
9	Appointment is to a position under which employee is subject to 7½% CSR deduction.		B05	Employee became subject to 7½% CSR deduction effective (date).

Table 11–D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
10	Employee is appointed to or converted to a position for which a special higher than usual pay rate has been established to recruit and retain qualified employees		P05	Special rate under 5 USC 5303.
11	Employee is appointed to or converted to a supervisory GS position in which he/she supervises prevailing rate employees.	The employee's pay rate is adjusted so he/she will be paid at a higher rate than the ◆ employees he/she supervises ◆	P07	Pay rate authorized under Reg 531.305—supervises prevailing rate employees paid (pa).
12	Employee previously earned a higher rate of pay which agency wishes to use to set salary for current action.	Agency has verified the previous salary.	P01	Previously employed at (pay plan, grade, rate).
13		Agency cannot verify previous salary before action is effected	P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.
14	Rate increase is due on effective date of action	A separate action is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.
15	Conversion is from intermittent employment	The employment was without compensation	G29	Intermittent employment totaled (number) days in work status from (date) to (date).
16		The employment was paid employment	G30	Intermittent employment totaled (number) days in pay status from (date) to (date).
17	Employee is a Special Government Employee as defined in Sec. 202 of Title 18		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.

Table 11-D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

RULE	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
18	Employee is returning after service with an international organization	Rate of pay includes increases he/she earned while absent	P06	Pay rate includes within-grade increases or other rate changes to which employee would have been entitled had he/she remained continuously in Federal Service.
19		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).
20	Employee qualified for position under an approved Training Agreement under which he/she is placed directly into target occupation without first meeting qualification standards		E36	Qualified for this position only under OPM-approved Training Agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
21	Employee is not eligible to enroll in health benefits plan		B03	Ineligible for health benefits.
22	Employee moves from under one payroll office to under another (whether in same agency or in another agency)	Elected not to enroll in health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits
23		Cancelled health benefits enrollment while in previous agency or office	B01	Cancelled health benefits.
24	Work schedule is part-time		M32	Tour of duty will be (days and hours of work).
25	Employee is on the rolls of another agency in a nonpay status (See Note 4)	Employee will continue in that status after appointment in your agency	M33	On nonpay status in (agency).

Table 11–D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
26	Employee is on the rolls of another agency on a part-time or intermittent appointment (See Note 4)		M34	On part-time (or intermittent) appointment in (agency).
27	Employee is not eligible to earn leave.		B04	Ineligible for leave.
28	Employee is moving between executive agencies during an emergency	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date).
29	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
30	Appointment is made under Schedule A, Sec 213.3102(g)		A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within grade increase will not count against this limitation.
31	Appointment is made under Schedule A, Sec. 213.3102(i)	This is the employee's first appointment under this authority during the service year. (See Note 5)	A11	Employment under this appointment must not exceed (number) working days a year.
32		Employee has served in your agency under another appointment under this authority within the past year. (See Note 5)	A12	Employment under this and previous appointment must not exceed (number) working days a year.

Table II–D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
33	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under this authority during the service year. (See Note 5.)	A11	Employment under this appointment must not exceed (number) working days a year.
34		Employee has served in your agency under another appointment under this authority within the past year. (See Note 5.)	A12	Employment under this and previous appointment must not exceed (number) working days a year.
35	Appointment is made under Schedule A, Sec. 213.3102(q)	This is the employee's first appointment in your agency under this authority during the service year. (See Note 5.)	A07 (See Note 6.)	Total employment under this appointment must not exceed (number) hours.
36		Employee has served in your agency under another appointment under this authority within the past year. (See Note 5.)	A08 (See Note 6.)	Total employment under this and previous appointment must not exceed (number) hours.
37	Appointment is made under Schedule A, Sec. 213.3102(w)		A06	May work full time any period school is closed; otherwise, employment may not exceed 20 hours in any calendar week.
38	Appointment is made under Schedule A, Sec. 213.3102(ii) (See Note 7.)		A04	Employment is NTE two years. Upon satisfactory completion of internship, you will be noncompetitively converted to career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete internship, employment will be terminated.

Table 11-D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
39	Appointment is made under Schedule B, Sec. 213.3202(a) (b) or (c) or (d) (See Note 7.)		A05	Employment is NTE 120 days following completion of requirements for graduation from the degree program which qualifies you for this appointment. Upon satisfactory completion of the program you may, at the employing agency's option, be noncompetitively converted to career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete the program, employment will be terminated.
40	Appointment is made under Reg 307.103 or Reg 307.106 (VRA Appointment) (See Note 7.)		A03	Employment is NTE two years. Upon satisfactory completion of program, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
41	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
42			X61	Retained grade will not be used for purposes of reduction in force.

Table 11–D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
43	Employee is entitled to grade retention under 5 U.S.C. 5362		X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
44		Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (See Note 8.)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
45		Employee will be entitled to another period of grade retention when the current period has ended	X38 (See Note 9.)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
46	Employee was entitled to grade retention (under 5 U.S.C. 5362)	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
47			X49	Change to lower grade is for personal cause.
48	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he/she is placed		X40	Employee is entitled to pay retention.
49	Employee is entitled to pay retention under 5 U.S.C. 5363			

Table II–D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
50	Employee is entitled to pay retention under 5 U.S.C. 5363	Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
51	Employee was entitled to pay retention (under 5 U.S.C. 5363) on previous position	Employee has accepted a change to a lower grade position for personal cause	X49 and X42	Change to lower grade is for personal cause. Pay retention entitlement is terminated.
52	Employee receives Presidential appointment which requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c).
53	Employee has declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
54	Employee is converted from an SES appointment.	Conversion is initiated by the appointing officer because of employee's unsatisfactory performance in the SES position.	M58	No SES reinstatement rights.
55	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).

Table 11-D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

RULE	A	B	C	D
	If	*And*	*Then Remark Code Is*	*Remark Is*
56	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).
57	Employee is a seasonal employee, one employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he/she is placed in nonpay status in accordance with pre-established conditions of appointment.		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 10.)
58	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under an existing plan) for movement into the agency's permanent workforce without new examination of qualifications.		E01	Appointment is indefinite.

Table 11-D Remarks to be Shown on SF 50 for Appointment and Conversion to Positions in the Excepted Service and Under the Noncareer Executive Assignment System (See Notes 1 & 2) (Continued)

R U L E	A *If*	B *And*	C *Then Remark Code Is*	D *Remark Is*
59	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16–32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978.	B43	Government share of premium for any health benefits coverage you elect will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays and the Government premium cost for a full-time employee.
60	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.

NOTES:

[1] Use as many remarks as are applicable.

[2] If person appointed is a retiree, use the appropriate remarks from this table *and* from the tables in subchapter 8.

[3] When OPM granted approval of an advanced rate, also cite as an authority, "*ABW*: SF 59 approved (date)"; when advanced rate was granted by the agency under a delegation agreement, also cite "BWM: OPM Delegation Agr.".

[4] Send copy of appointment SF 50 to employee's servicing personnel officer in the other agency for use in insuring that the Dual Compensation Act is not violated.

[5] Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.

[6] If employee is being assigned to a position at GS 4 or below that is established in connection with an associate degree cooperative education program, this remark is not used.

[7] Employees are placed in Tenure Group II.

[8] Use this remark in addition to those required under Rules 41–43, above.

[9] Use this remark in addition to those required under Rules 41–44, above.

[10] Be sure to attach to the employee copy of the SF 50 a copy of his/her employment or working agreement.

#12 Appts Under the Panama Canal
Employment System

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Subchapter 12. Appointments Under the ◆ Panama Canal Employment System (PCES) ◆

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Subchapter 12. Appointments Under the ◆ Panama Canal Employment System (PCES) ◆

S12-1. Coverage.

This subchapter covers all appointments and conversions to appointments which are made under the ◆ Panama Canal Employment System (PCES) ◆ and Title 35 of the Code of Federal Regulations.

S12-2. Definitions.

a. An *appointment* brings an individual onto the rolls (staff) of an agency of the Federal Government.

b. A *conversion* moves an employee from one appointment to another appointment in the same agency without a break in service.

S12-3. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the RTD and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in subchapter 16 to select the NOA/NOAC, authority, authority code, remarks, and remarks codes for the RTD and put them in blocks 18A–F and 37 of the SF 52.

c. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time, or intermittent basis) or change the number of hours in a pay period that a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to document both actions. Follow instructions in subchapter 24 to select the NOA/NOAC, authority, authority code, remarks, and remarks codes for the change in work schedule or hours and put them in blocks 19A–F and 37 of the SF 52.

If a conversion and RTD are recorded on the same personnel action, do not enter the NOAC/NOA for a change in work schedule; simply record the new work schedule or tour of duty in the appropriate blocks.

d. Select the NOA/NOAC, authority, and authority code for the appointment or conversion action and put them in blocks 18A–F of the SF 52. (When an RTD action is processed on the same personnel action, use blocks 19A–F for NOA/NOAC, authority, and authority codes for the conversion.).

   (1) Use Table 12–A for ◆ CA ◆ Career-Conditional and ◆ CA ◆ Career Appointments and conversions to these appointments.

   (2) Use Table 12–B for ◆ Temporary and Term ◆ Appointments.

★★

Select remarks and remarks codes from Table 12–C and enter them in block 37 of the SF 52.

e. Use subchapter 5 to see what forms must be obtained or prepared with action. You may need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

f. If an employee is converting from a competitive appointment to appointment under the ◆ Panama Canal Employment System, ◆ obtain a statement of understanding that employee is leaving the competitive service voluntarily.

g. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

h. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

i. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

j. If the person is being converted to a new appoint-

ment and will be serviced by a new payroll office, the losing office must give to the employee, before the effective date of the conversion, a completed SF 8, Notice to Employee about Unemployment Insurance. Show full address of payroll office where individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. See FPM chapter 850.

k. Follow any other instructions prescribed by ◆ Title 35, CFR (Panama Canal Regulations) ◆ and by your agency.

l. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If an SF 7 card is not already on file for the employee, make up a new one to record the action. When the employee's name, position title, grade, series, or position number has changed because of the action, also change the strip for the SF 7.

m. Enter or update suspense or reminder dates in the service record system on the SF 7 card and in any other tickler system your agency uses. These dates may include:
- —NTE date for appointment
- —ending date for trial or probationary period
- —date for change to Tenure Group I from Tenure Group II
- —date eligible for within grade increase
- —date travel agreement expires
- —placement follow-up date(s)
- —position classification review due date
- —training agreement expiration date
- —grade retention expiration date
- —number of days or hours to which appointment is limited

n. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

o. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52.

p. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for instructions and for addresses of the pay centers).

q. Distribute SF 50 copies as follows:
- (1) Employee Copy—send to employee in accordance with your agency's instructions.
- (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
- (3) OPM Copy—submit to OPM as prescribed in FPM Supplement 298-1.
- (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
- (5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

Table 12–A Canal Area (CA) Career and Career-Conditional Appointments

R U L E	A	B	C	D	E	F	G
	If the method of selection is	*And the person*	*And the appointment is*	*Then NOAC Is*	*NOA Is*	*Authority Code Is*	*Authority Is (See Note 1)*
1	From a competitive register established under the Panama Canal Employment System (PCES)	Is not on your agency's rolls	Career	151	CA Career Appt	TJK	35 CFR 253.42
2			Career-Conditional	150	CA Career-Cond Appt		
3		Is already on the rolls of your agency	Career	551	Conv to CA Career Appt		
4			Career-Conditional	550	Conv to CA Career-Cond Appt		
5	By movement between Federal agencies, without a break in service of a workday, from one position under the PCES to another position under the PCES	Is not on your agency's rolls		157	CA Transfer	TVK	35 CFR 253.46

Table 12–A Canal Area (CA) Career and Career-Conditional Appointments (Continued)

R	A	B	C	D	E	F	G
RULE	*If the method of selection is*	*And the person*	*And the appointment is*	*Then NOAC Is*	*NOA Is*	*Authority Code Is*	*Authority Is (See Note 1)*
6	Noncompetitive selection of a current or former Federal employee who has a merit status, a competitive status, was serving a probation at time of separation, or who is serving a probation at time of appointment	Is not on your agency's rolls		155	CA Reappt	TPK	35 CFR 253.44(a)
7		Is already on the rolls of your agency		555	Conv to CA Reappt		
8	Noncompetitive selection based on service as a Peace Corps Volunteer or VISTA Volunteer	Is not on your agency's rolls	Career-Conditional	150	CA Career-Cond Appt	TRK	35 CFR 253.44(b)
9		Is already on the rolls of your agency		550	Conv to CA Career-Cond Appt		
10	By conversion of appointment of employee who has successfully completed a cooperative work-study program under 35 CFR 253.44(c)	Is already on the rolls of your agency	Career	551	Conv to CA Career Appt	TTK	35 CFR 253.45(e)
11			Career-Conditional	550	Conv to CA Career-Cond Appt		

Table 12–A Canal Area (CA) Career and Career-Conditional Appointments (Continued)

RULE	A If the method of selection is	B And the person	C And the appointment is	D Then NOAC Is	E NOA Is	F Authority Code Is	G Authority Is (See Note 1)
12	By conversion of excepted appointment of employee when his/her position becomes subject to the Panama Canal Employment System and recommendation for his/her conversion is approved	Is already on the rolls of your agency	Career	551	Conv to CA Career Appt	TXK	35 CFR 253.72
13			Career-Conditional	550	Conv to CA Career-Cond Appt		
14	By employee's exercise of restoration rights under sections 2021–2024 of title 38, United States Code, upon return from military service		Career	151	CA Career Appt	QEM and (Cite auth code for appt held prior to the separation upon which restoration is based)	Reg 353.302(a) and (Cite authority for appointment held prior to the separation upon which restoration is based)
15			Career-Conditional	150	CA Career-Cond Appt		
16	By employee's exercise of restoration rights under 5 U.S.C. 3551		Career	151	CA Career Appt	VRM and (Cite auth code for appt held prior to the separation upon which restoration is based)	5 U.S.C. 3551 and (Cite authority for appointment held prior to the separation upon which restoration is based)
17			Career-Conditional	150	CA Career-Cond Appt		

Table 12-A Canal Area (CA) Career and Career-Conditional Appointments (Continued)

R U L E	A	B	C	D	E	F	G
	If the method of selection is	*And the person*	*And the appointment is*	*Then NOAC Is*	*NOA Is*	*Authority Code Is*	*Authority Is (See Note 1)*
18	By MSPB directive to restore after employee appealed failure to restore or improper restoration upon return from military service (See Note 2)		Career	151	CA Career Appt	ALM and (Cite auth code for appt held prior to the separation upon which restoration is based)	MSPB Directive-Mil and (Cite authority for appointment held prior to the separation upon which restoration is based)
19			Career-Conditional	150	CA Career-Cond Appt		
20	By employee's exercise of statutory restoration rights upon recovery from compensable injury		Career	151	CA Career Appt	QFM and (Cite auth code for appt held prior to the separation upon which restoration is based)	Reg 353.302(b) and (Cite authority for appointment held prior to the separation upon which restoration is based)
21			Career-Conditional	150	CA Career-Cond Appt		
22	By MSPB Directive to restore after employee appealed failure to restore or improper restoration upon recovery from compensable injury (See Note 2)		Career	151	CA Career Appt	AQM and (Cite auth code for appt held prior to the separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to the separation upon which restoration is based)
23			Career-Conditional	150	CA Career-Cond Appt		

Table 12–A Canal Area (CA) Career and Career-Conditional Appointments (Continued)

R U L E	A If the method of selection is	B And the person	C And the appointment is	D Then NOAC Is	E NOA Is	F Authority Code Is	G Authority Is (See Note 1)
24	Based on employee's partial recovery from compensable injury		Career	151	CA Career Appt	QFK and (Cite auth code for appt held prior to the separation upon which restoration is based)	Reg. 353.306 and (Cite authority for appointment held prior to the separation upon which reemployment is based)
25			Career-Cond	150	CA Career-Cond Appt		
26	By reemployment after employee moved between executive agencies during an emergency		Career	151	CA Career Appt	PWM and (Cite auth code for appt held prior to the separation upon which reemployment is based)	Reg 352.204 and (Cite authority for appointment held prior to the separation upon which reemployment is based)
27			Career-Conditional	150	CA Career-Cond Appt		
28	By reemployment after employee transferred to an international organization		Career	151	CA Career Appt	P3M and (Cite auth code for appt held prior to the separation upon which reemployment is based)	Reg 352.311 and (Cite authority for appointment held prior to the separation upon which reemployment is based)
29			Career-Conditional	150	CA Career-Cond Appt		

Table 12–A Canal Area (CA) Career and Career-Conditional Appointments (Continued)

RULE	A	B	C	D	E	F	G
	If the method of selection is	*And the person*	*And the appointment is*	*Then NOAC Is*	*NOA Is*	*Authority Code Is*	*Authority Is (See Note 1)*
30	By reemployment after employee served in the Agency for International Development under 233(d) and 625(b) of the Foreign Assistance Act	Is not on your agency's rolls	Career	151	CA Career Appt	P5M and (Cite auth code for appt held prior to the separation upon which reemployment is based)	Reg 352.507 and (Cite authority for appointment held prior to the separation upon which reemployment is based)
31			Career-Conditional	150	CA Career-Cond Appt		
32		Is already on the rolls of your agency	Career	551	Conv to CA Career Appt		
33			Career-Conditional	550	Conv to CA Career-Cond Appt		
34	By reemployment under any authority or circumstances not described in Rules 14–33	Is not on your agency's rolls	Career	151	CA Career Appt	ZLM and (Cite auth code for appt held prior to the separation upon which reemployment is based)	(Enter Law, EO, or Reg that authorizes the appointment) and (Cite authority for appointment held prior to the separation upon which reemployment is based)
35			Career-Conditional	150	CA Career Cond Appt		
36		Is already on the rolls of your agency	Career	551	Conv to CA Career Appt		
37			Career-Conditional	550	Conv to CA Career-Cond Appt		

NOTES:

[1] On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his/her agency. Use FPM supp. 292-1 to identify the code for that legal authority.

[2] If MSPB determines restoration was improper, cancel it following instructions in subchapter 32 of this Guide.

Table 12–C Remarks to be Shown on SF 50 for Appointment and Conversion Actions Under the Panama Canal Employment System (PCES) (See Note 1) (Continued)

RULE	A	B	C	D
	If	And	Then Remark Code Is	Remark Is
32	Employee is entitled to grade retention under 35 CFR 251.42(b)	Retained grade is equivalent to grade actually held by the employee prior to reduction that entitled employee to grade retention.	X35 (See Note 4)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
33		Employee will be entitled to another period of grade retention when the current period has ended.	X38 (See Note 5)	On (date) employee will be entitled to retained grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
34	Employee was entitled to grade retention (under 35 CFR 251.42(b)) on previous position.	Employee has accepted a change to a lower grade position for personal cause.	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
35			X49	Change to lower grade is for personal cause.
36	Employee is entitled to pay retention under 35 CFR 251.42(b).		X40	Employee is entitled to pay retention.
37	Employee was entitled to pay retention (under 35 CFR 251.42(b)) on previous position.	Employee has accepted a change to a lower grade position for personal cause.	X49	Change to lower grade is for personal cause.
			X42	Pay retention entitlement is terminated.

Table 12-C Remarks to be Shown on SF 50 for Appointment and Conversion Actions Under the Panama Canal Employment System (PCES) (See Note 1) (Continued)

R U L E	A *If*	B *And*	C *Then Remark Code Is*	D *Remark Is*
38	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).
39	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe, and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).
◆40	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16–32 hours per week covered under the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for any health benefits coverage you elect will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays and the Government premium cost for a full-time employee.
41	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues. ◆

NOTES:

[1] Use as many remarks as are applicable. If person appointed is a retiree, use the appropriate from this Table *and* from subchapter 8.

[2] When OPM granted approval of an advanced rate also cite as an authority "ABM: SF 59 approved (date);" when advanced rate was granted by the agency under a delegation agreement, also cite "BWM: OPM Delegation Agr."

[3] Send copy of appointment SF 50 to the employee's servicing personnel officer at that agency for his/her information and to use in insuring the dual compensation laws are not violated.

[4] Use this remark in addition to those required under Rules 29–31, above.

[5] Use this remark in addition to those required under Rules 29–32, above.

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Subchapter 13. Senior Executive Service (SES)

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Subchapter 12. Appointments Under the Canal Zone Merit System

S12-1. Coverage.

This subchapter covers all appointments and conversions to appointments which are made under the Canal Zone Merit System and Title 35 of the Code of Federal Regulations. (Public Law 96-70, the Panama Canal Act of 1979, established the Panama Canal Commission and provided for the establishment of the Panama Canal Employment System. Pending establishment and implementation of this System, the Canal Zone Merit System (CZMS) remains in effect. When the Panama Canal Employment System is implemented, the references in this subchapter and other subchapters to the "CZMS" will be revised.)

S12-2. Definitions.

a. An *appointment* brings an individual onto the rolls (staff) of an agency of the Federal Government.

b. A *conversion* moves an employee from one appointment to another appointment in the same agency without a break in service.

S12-3. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the RTD and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in Subchapter 16 to select the NOA/NOAC, authority, authority code, remarks and remarks codes for the RTD and put them in blocks 18A-F and 37 of the SF 52.

c. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time or intermittent basis) or change the number of hours in a pay period which a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to document both actions. Follow instructions in subchapter 24 to select the NOA/NOAC, authority, authority code, remarks and remarks codes for the change in work schedule or hours and put them in blocks 19A-F and 37 of the SF 52.

If a conversion and RTD are recorded on the same personnel action, do not enter the NOAC/NOA for a change in work schedule; simply record the new work schedule or tour of duty in the appropriate blocks.

d. Select the NOA/NOAC, authority and authority code for the appointment or conversion action and put them in blocks 18A-F of the SF 52. (When an RTD action is processed on the same personnel action, use blocks 19A-F for NOA/NOAC, authority and authority codes for the conversion.).

(1) Use Table 12-A for CZ Career-Conditional and CZ Career Appointments and conversions to these appointments.

(2) Use Table 12-B for Temp Appointments-PER and Status Quo Appointments.

(3) Use Table 12-C for Term Appointments.

(4) Use Table 12-D for Temp Appointments—NTE.

Select remarks and remarks codes from Table 12-E and enter them in block 37 of the SF 52.

e. Use subchapter 5 to see what forms must be obtained or prepared with action. You may need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

f. If an employee is converting from a competitive appointment to appointment under the Canal Zone Merit System, obtain a statement of understanding that employee is leaving the competitive service voluntarily.

g. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

h. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

i. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

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j. If the person is being converted to a new appointment and will be serviced by a new payroll office, the losing office must give to the employee, before the effective date of the conversion, a completed SF 8, Notice to Employee about Unemployment Insurance. Show full address of payroll office where individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. See FPM chapter 850.

k. Follow any other instructions prescribed by the Canal Zone regulations and by your agency.

l. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If an SF 7 card is not already on file for the employee, make up a new one to record the action. When the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7.

m. Enter or update suspense or reminder dates in the service record system on the SF 7 card and in any other tickler system your agency uses. These dates may include:
—NTE date for appointment
—ending date for trial or probationary period
—date for conversion to Tenure Group I from Tenure Group II
—date eligible for within grade increase
—date travel agreement expires
—placement follow-up date(s)
—position classification review due date
—training agreement expiration date
—grade retention expiration date
—number of days or hours to which appointment is limited

n. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

◆ o. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52. ◆

p. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See Subchapter 8 in this **Guide** for instructions and for addresses of the pay centers).

q. Distribute SF 50 copies as follows:
(1) Employee Copy—send to employee in accordance with your agency's instructions.
(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
(3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298-1.
(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
(5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

Subchapter 13. Senior Executive Service (SES)

S13-1. Coverage.

This Subchapter covers all appointments and conversions to appointments in the Senior Executive Service.

S13-2. Definitions.

a. An *appointment* brings an individual onto the rolls (staff) of an agency.

b. A *conversion* changes an employee from ◆ one ◆ appointment ★★ to ◆ another ◆ appointment in ★★ the same agency without a break in service (e.g., from the Competitive Service to the SES, ◆ from an SES Noncareer to an SES Career Appointment or vice versa, or ◆ from the Excepted Service to the SES).

S13-3. Instructions.

(When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed service who is receiving retired or retainer pay, you must follow the instructions in subchapter 8 as well as those below.)

a. For actions involving persons already on the rolls of your agency, compare data on SF 52 submitted by requesting office with last the action in the employee's Official Personnel Folder to be sure it is correct.

b. If an employee is returning to duty from a nonpay status and is being converted to a new appointment on the same date, you must document the return to duty (RTD) and the conversion. Use the same SF 52 (and SF 50) to process both. Follow instructions in subchapter 16 to select the NOA/NOAC, Authority/Authority Code, Remarks and Remarks Codes for the RTD and put them in blocks 18A–F and 37 of the SF 52. (When an RTD action is processed on the same personnel action, use blocks 19A–F for NOA/NOAC, authority and authority codes for the conversion.)

c. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time or intermittent basis) or change the number of hours in a pay period which a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to process both. Follow instructions in subchapter 24 to select the NOAC/NOA, Authority, Authority Code, Remarks and Remarks Codes for the change in work schedule or hours and put them in blocks 19A–F and 37 of the SF 52.

If a conversion and RTD are recorded on the same personnel action, do not enter the NOAC/NOA for a change in work schedule or hours. Simply record the new work schedule or tour of duty in the appropriate blocks.

d. Use table 13–A to select the NOAC/NOA, Authority/Authority Code, and Remarks/Remarks Codes for the appointment or conversion and put them in blocks 18A–F and 37 of SF 52.

e. Use table 13–B to select codes for remarks required in special situations.

f. Use table 13–C to convert remarks codes into remarks and enter remarks in block 37 of the SF 52.

g. Use subchapter 5 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF 52. Follow instructions in that subchapter to complete and distribute them.

h. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

j. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

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k. If the person is being converted to a new appointment and will be serviced by a new payroll office, the losing office must give the employee, before the effective date of the con-

version, a completed SF 8, Notice to Employee about Unemployment Insurance. Show full address of payroll office where individual's records are maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. See FPM chapter 850.

l. Record the action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If an SF 7 card is not already on file for the employee, make up a new one to record the action. When the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7.

m. Enter or update suspense or reminder dates in the service record system, on the SF 7 card and in any other tickler system your agency uses. Examples of the dates to be entered include:

—NTE date for appointment
—ending date for probationary period

n. Check FPM Supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

◆ o. If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) make another copy of the SF 50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's OPF and leave record (SF 1150) be forwarded to your office. If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within 5 days of the effective date of the appointment, a copy of the appointment SF 52 may be sent instead. That copy must show the effective date of the appointment and must bear the appointing official's signature in the approval block (block 38) of the SF 52. ◆

p. If employee is a member or former member of the uniformed services who is receiving retired or retainer pay, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **guide** for instructions and for addresses of the pay centers.)

q. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency's instructions

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action

(3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298–1.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder

(5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

Table 13–A Appointment and Conversion in the Senior Executive Service (SES)

RULE	A	B	C	D	E	F	G	H	I
	If Employee	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (see Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
1	Elects conversion to SES when his/her position is converted to SES	Is currently serving under a career or career-conditional appointment or similar type appointment in the excepted service			542	Conv to SES Career Appt	NRM	Reg 317.304	E23, E24, P48, and T55
2		Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service and requests conversion to an SES career appointment when the agency implements SES provisions	Is currently serving under a noncareer executive assignment or Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar positions	OPM has approved the action			NTM and AWM	Reg 317.305 (b) (3) and OPM Form 1390 dated (date)	

Table 13-A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

RULE	A	B	C	D	E	F	G	H	I
	If Employee	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (see Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
3	Elects conversion to SES when his/her position is converted to SES	Has reinstatement eligibility to a position in the competitive service	Is currently serving under a limited executive assignment or a similar type of appointment in the excepted service which followed, without a break in service, a career type appointment in a position which has been designated as in the SES		542	Conv to SES Career Appt	NXM and AWM	Reg 317.306 (b) (3) (i) and OPM Form 1390 dated (date)	E23, E24, P48, and T55

Table 13–A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

R U L E	A	B	C	D	E	F	G	H	I
	If Employee	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (See Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
4	Elects conversion to SES when his/her position is converted to SES	Is currently serving under a noncareer executive assignment or Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in similar positions	The employee's position is designated as SES general		546	Conv to SES Noncareer	NSM	Reg 317.305 (b)	E23, P48 and T55
5			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position						
6		Is currently serving under a limited executive assignment or a similar type of time limited appointment in a position which will not terminate within three years	The employee's position is designated as SES general				NWM	Reg 317.306 (b)(2)	
7			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position						

Table 13–A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

R U L E	A *If Employee*	B *And*	C *And*	D *And*	E *Then NOAC is*	F *NOA is*	G *Auth Code is*	H *Auth is (See Notes 1, 2, 3)*	I *Codes for Required Remarks Are (See Note 4)*
8	Elects conversion to SES when his/her position is converted to SES	Is currently serving under a limited executive assignment or a similar type of time limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action.			548	Conv to SES Ltd Term Appt NTE (date)	NVM	Reg 317.306 (b)(1)	E23, P48, and T55
9	Is selected competitively for SES Career Appointment	Qualifcations Review Board in OPM has certified his/her executive qualifications	The person is not on your agency's rolls		142	SES Career Appt	V2M	5 USC 3393	E23 and T55
10			The person is on the rolls of your agency under a different appointment		542	Conv to SES Career Appt			

Table 13–A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

R U L E	A	B	C	D	E	F	G	H	I
	If Employee -	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (See Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
11	Is selected for SES Career Appointment based on reinstatement eligibility from a previous SES Career appointment	Is reinstated after serving under Presidential appointment	Is not on your agency's rolls		143	Reins-SES Career	VCJ	5 USC 3593(b)	E23 and T55
12			Is already on the rolls of your agency under a different appointment		543	Conv to Reins-SES Career			
13		Action is not covered under Rules 11, 12 above	Is not on your agency's rolls		143	Reins-SES Career	VBJ	5 USC 3593(a)	
14			Is already on the rolls of your agency under a different appointment		543	Conv to Reins-SES Career			
15	Moves without a break in service from an SES Career Appointment in one agency to an SES Career Appointment in another agency				145	Transfer SES Career	V6M	5 USC 3395 (a)(1)(B)	

Table 13–A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

R U L E	A	B	C	D	E	F	G	H	I
	If Employee	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (See Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
16	Is selected for SES Noncareer Appointment	Moves without a break in service from an SES Noncareer Appointment in one agency to an SES Noncareer Appointment in another agency.			147	Transfer SES Noncareer	VAG	5 USC 3395(d)(2)	E23 and T55
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls		146	SES Noncareer	V4L	5 USC 3394(a) Noncareer	
18			The person is on the rolls of your agency under another appointment		546	Conv to SES Noncareer Appt			

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Table 13–A Appointment and Conversion in the Senior Executive Service (SES)—(Continued)

RULE	A	B	C	D	E	F	G	H	I
	If Employee	*And*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is (See Notes 1, 2, 3)*	*Codes for Required Remarks Are (See Note 4)*
19	Is selected for SES Limited Term Appointment of three years or less	OPM has approved the use of this authority	The person is not on your agency's rolls		148	SES Ltd Term Appt NTE (date)	V4M and AWM	5 USC 3394(a) Limited and OPM Form 1390 dated (date)	E23 and T55
20			The person is on the rolls of your agency under another appointment		548	Conv to SES Ltd Term Appt NTE (date)			
21	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a *bona fide* emergency need		The person is not on your agency's rolls		149	SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 USC 3394(a) Emergency and OPM Form 1390 (dated)	
22			The person is on the rolls of your agency under another appointment		549	Conv to SES Ltd Emergency Appt NTE (date)			

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

[2] If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

[3] If OPM Form 1390 approval was obtained on the action, then also include with the authorities *AWM: OPM Form 1390 (date)*. When used, *AWM* should be the last authority cited.

[4] Use Table 13–B to select other remarks which may be required. Then use Table 13–C to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.

Table 13–B Remarks Required in Special Situations

RULE	A	B	C	D
	If personnel action is	*And*	*And the Employee*	*Then Codes for Remarks are (See Note)*
1	SES Career Appt (includes conversion, reinstatement, or transfer)	The employee has *not* satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51
2			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25
3	Employee was required to complete appointment affidavit, SF 61.			M01
4	Office which provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B.			M10

NOTE: See table 13–C to translate codes into actual remarks.

Table 13–C Codes and Remarks for SES Actions

R U L E	A	B
	If Code is	*Then Remark is*
1	E23	Veteran preference is not applicable to the Senior Executive Service.
2	E24	Probationary period for SES position is not required.
3	E25	Subject to satisfactory completion of one-year SES probationary period beginning (date).
4	E51	Employee has guaranteed placement rights during probation.
5	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
6	T55	Tenure as used for 5 USC 3502 is not applicable to the Senior Executive Service.
7	M01	Appointment affidavit executed (date).
8	M10	OPF maintained by (name and address of office).

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#14 Proms, CLGS, Reas, Psn Chgs,
and Details

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#14 Proms, CLGS, Reas & Psn Chgs

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Subchapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details
(NOACs 702, 703, 713, 721, 730, 731, 732, 740, and 741)

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14–R Codes and Corresponding Remarks

For related information on	*See*
Civil Service certificate of eligibles, action based on selection from	Supplement 296–33, subch. 9, Table 9–A
Details—	
within the agency	Chapter 300, subch. 8
to state or local government	Chapter 334
to another agency	(Your agency's instructions. OPM has published no instructions for processing a detail to another agency.)
Direct Hire Authority, action based on selection under	Supplement 296–33, subch. 9, Table 9–B
Extensions of temporary actions	Supplement 296–33, subch. 18
Grade and Pay Retention	Chapter 536
Legal authorities for actions—	
Civil Service Regulations (title 5, Code of Federal Regulations)	Supplement 990–1
Civil Service Laws (title 5, U.S. Code)	Supplement 990–1
Executive Orders	Title 3, Code of Federal Regulations
Other authorities and authorities that are unique to your agency)	(Ask the personnel specialist who approved the action or your legal office.)
Codes for the legal authorities cited on personnel actions	Supplement 292–1
Merit Promotion/Merit Staffing Programs	Chapter 335 and your agency's Merit Promotion/Merit Staffing program
Pay—	
For General Schedule (GS) employees	Supplement 990–2, Book 531, subch. 2 and 3
Grade and Pay Retention	Chapter 536
For Prevailing Rate (wage) employees	Supplement 532–1, subch. 8
Merit Pay	5 C.F.R. 540 and Bulletins and Letters in the 540 series
◆ "Promotion" when employee is restored or reemployed to a higher grade position on	
Career or Career-Conditional Appointment	subch. 9, Table 9–H
Nonstatus or Temporary Appointment	subch. 10, Table 10–C thru –F
Excepted Appointment	subch. 11, Table 11–B
Appointment under the Panama Canal Employment System	subch. 12 ◆
Probationary Period for supervisors and managers	Chapter 315, subch. 9
Qualifications—	
For General Schedule (GS) positions	OPM Handbook X–118
For trades and labor positions	OPM Handbook X–118C

For related information on	*See*
Reduction-in-force (RIF)	Chapter 351
Temporary actions—Change to Lower Grade NTE and Reassignment NTE	(Your agency's instructions. OPM has no published instructions for processing these actions. The Nature of Action Codes in this subchapter may *not* be used to document these actions.)
Time-in-grade restrictions on GS promotions	Chapter 300, subch. 6

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Subchapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details

S14-1. Coverage.

a. This subchapter covers the processing of details and of personnel actions that move an employee from (1) one competitive service position to another competitive service position in his/her agency, (2) from one excepted service position to another excepted service position in his/her agency, or (3) from one SES position to another SES position in his/her agency. These moves may also involve a change of official headquarters or duty station within the agency.

This subchapter does not cover:

(1) Agency determinations on whether or not to effect the action, the selection procedures used, or determinations as to whether or not the employee meets qualifications requirements for the position.

(2) Movement of employees with their positions as a result of transfer of function (Mass Transfer) or organizational change (Realignment). These actions are covered in subchapter 21.

(3) Movement between the Competitive, Excepted, and Senior Executive Services. These actions must be processed as conversions, following the instructions in subchapters 9, 10, 11, 12, and 13.

(4) Extensions of temporary assignments; these are covered in subchapter 18.

(5) Position changes for temporary employees. If the employee is serving on an Appt NTE, Excepted Appt NTE, Summer Appt NTE, or CZ Appt NTE, the change is effected as a conversion to another apppointment, rather than as a promotion, reassignment, or change to lower grade (see subchapters 10, 11, and 12). If an employee is serving on a Temp Appt-PER, he/she may be reassigned to another position only under specific circumstances as shown in FPM chapter 316. If the employee is serving on a Temp Appt-PER in a Worker-Trainee developmental position, he or she may be promoted to the targeted grade level. If the employee is serving on a Temp Appt-PER in a Worker-Trainee non-developmental job he/she may be promoted to positions at grades up through GS 3 or WG 4 (or equivalent grades in the Federal Wage System); if the employee is not serving in a Worker-Trainee position, moves to positions at higher or lower grades may not be made under the current appointment.

(6) Detail to another agency. Since information on these actions is not reported to OPM, an NOAC/NOA is not listed in this subchapter. Agencies are encouraged, however, to document these actions with an SF 50 and to use a NOAC from the 900 (agency use) series.

(7) How to select an employee for detail (FPM chapter 335).

(8) Time limits for details. More information regarding details is found in FPM chapter 300, subchapter 8.

(9) Documentation of retroactive entitlement to grade retention. See subchapter 17.

S14-2. Definitions.

a. *Position Change*. This is a move by an employee to another position during his/her continuous service under the same appointment within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the Nature of Action is called "Position Change"; it is also called "Position Change" when the employee is already entitled to grade retention and moves to another position at or below his/her retained grade. A move when the employee is not entitled to and does not become entitled to grade retention is called a promotion, reassignment, or change to lower grade. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is processed as an appointment or conversion to appointment.

b. *Promotion.*

  (1) For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level.

  (2) When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay.

c. *Promotion NTE*—a promotion made on a temporary or time-limited basis. Promotion NTE is also used when an employee who is entitled to grade retention under 5 USC 5362 is temporarily assigned to a position at a grade above his/her retained grade.

d. *Change to Lower Grade.*

  (1) For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade.

  (2) When both the old and the new positions are under the same type ungraded wage schedule or in different pay-method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.

e. *Reassignment.* Reassignment is the change of an employee:

  (1) from one position to another position without promotion or change to lower grade; or

  (2) in the same position when position review or classification action shows a change in the duties or responsibilities of the position that involve different qualification standards for the position, or when classification action requires reevaluation of the employee's qualifications for continuance in the position.

Changes where a difference in salary is caused solely by local prevailing wage rates are also reassignments (e.g., a change from WG 5 in one location to a WG 5 in another location where the per hour salary rate is higher or lower).

f. *Detail.* A detail is the temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. (When an employee is on detail, he/she is considered for strength count purposes to be permanently occupying his/her regular position.)

g. *Position Change NTE*—The temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of his/her retained grade. (For example, an employee whose retained grade is GS 9 is occupying a position at GS 7. If he or she is temporarily assigned to a position at GS 6, GS 8, or GS 9, the Nature of Action is Position Change NTE.)

h. *Agency.* [as used in this supplement]—Any department or independent establishment of the Federal Government, including a Government-owned or-controlled corporation, that has the authority to hire employees in the Competitive, Excepted, and Senior Executive Services. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this supplement; all other organizations within the Department of Defense that have agency codes that begin with "DD" (e.g., DD04) are considered as one agency.

♦ S14-3. Selection of Legal Authority

a. *Meaning of "equivalent to CS Regs."* For some actions covered by this subchapter, the legal authority you place on the action will depend upon whether the action is being taken under Civil Service laws or regulations, under agency procedures that are similar or equivalent to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under "5 U.S.C. 75" (chapter 75 of title 5 of the U.S. Code, "Adverse Actions"), under agency procedures that are equivalent to 5 U.S.C. 75 ("5 U.S.C. 75 Eq"), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow—

ones that are similar to or equivalent to the Civil Service procedures, or your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. YOU CANNOT DETERMINE THE CORRECT AUTHORITY WITHOUT KNOWING THE PROCEDURES BEING USED TO EFFECT THE ACTION.

b. *Actions for Which the Agency Must Select the Authority.* For some actions covered by this subchapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, the agency regulation or the agency manual or code of conduct reference should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(3) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (2) above, show in the authority block on the SF 52/50 "5 U.S.C. 302", ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE. (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) It should be cited *only* when no other authority is appropriate for the action being processed, and its use for separation actions should be *very rare*. ◆

S14–4. Instructions.

a. Compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

b. Use table 14–A to decide whether the action is a promotion, change to lower grade, reassignment, position change or detail. (When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity should process the promotion, reassignment, etc. OPM does not require an action to be processed by the losing activity's personnel office. If one is needed to drop the employee from the losing activity's personnel data system, the agency should create and use an NOAC/NOA in the 900-series for this purpose.

c. When action is a detail, use table 14–B to determine when an SF 50 is needed to document the detail.

(1) When a detail that was originally scheduled for 30 days or less extends beyond 30 days, it must be documented with an SF 50. The effective date shown on the SF 50 will be the date the detail originally began.

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(2) If an SF 50 is not required, file the SF 52 in the employee's OPF in accordance with your agency's instructions.

(3) If an SF 50 *is* required use table 14–C to select NOA/NOAC, authority and authority code, remarks & remarks codes and put them in blocks 18A–F and 37 of the SF 52. Follow instructions in subchapter 3 to fill in remaining blocks on SF 52.

d. When action is a promotion, reassignment, change to lower grade, or position change, use the Tables listed below to select NOAC/NOA and authority code/authority for the action. Enter them in blocks 18A–F of SF 52.

For	Use Table
Competitive Service (except EAS):	
Promotion	14–D
Reassignment	14–G
Change to Lower Grade	14–K
Position Change	14–N
Excepted Service (except EAS):	
Promotion	14–E
Reassignment	14–H
Change to Lower Grade	14–L
Position Change	14–O
Senior Executive Service:	
Reassignment	14–J
Executive Assignment System (EAS):	
Promotion	14–F
Reassignment	14–I
Change to Lower Grade	14–M
Position Change	14–P

◆ e. In addition to the tables listed above for the specific types of actions, use tables 14–Q and 14–R to select remarks/remarks codes required by OPM for the action and enter them in block 37 of the SF 52. Also enter in block 37 any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

f. When the employee is eligible for a Within-Grade Increase (WGI) on the same date as he/she is being promoted, separate SFs 50 must be prepared in order to insure that salary data for each action is documented and reported to OPM. In these cases, process the Within-Grade Increase action first and then process the Promotion action. ◆

g. If the personnel action being processed will also change the employee's work schedule (whether he/she works on a full-time, part-time, or intermittent basis) or change the number of hours in a pay period that a part-time employee is scheduled to work, you must also document that change. Use the same SF 52 (and SF 50) to document both actions. Follow instructions in subchapter 24 to select the NOAC/NOA, authority code/authority, and remarks codes & remarks for the change in work schedule or hours and put them in blocks 19A–F and 37 of the SF 52.

h. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

i. *Promotions, Reassignments, Changes to Lower Grade, and Position Changes for Employees Who Are Absent in Military Service or Because of Compensable Injury.*

Employees who are absent on military duty may be promoted or reassigned, but may not be changed to lower grade or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.

A promotion, reassignment, change to lower grade, or position change action for an absent employee should be processed as though the employee had not left and should be recorded in the employee's Official Personnel Folder (OPF). The agency may use either of the two methods below to process the action.

Method 1 Prepare SF 50 while employee is absent and file all copies on right side of OPF (do not transmit data on SF 50 to OPM). Distribute copies and transmit data to OPM after employee returns.

Method 2 File SF 52 on right side of OPF; prepare and distribute SF 50 after employee returns, moving SF 52 from right side to left side of OPF at that time.

If the employee does not exercise his/her restoration rights, all copies of the action must be removed from the employee's OPF and destroyed.

j. Use subchapter 5 to see what forms must be obtained or prepared with the action. Follow instructions in that subchapter to complete and distribute them.

k. Follow your agency's instructions to obtain approval signature in block 38 of SF 52.

l. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

m. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. Change the strip for the SF 7 to show changes in position title, grade, series, or position number that are a result of the action.

n. Enter or update suspense or reminder dates in the service record system, on the SF 7 card, and in any other tickler system your agency uses. Examples of these dates are:
—NTE date of a detail or temporary action
—date eligible for within grade increase
—placement follow-up date(s)
—position classification follow-up date(s)
—position classification review due date
—training agreement expiration date
—grade retention expiration date

o. Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

◆ p. Prepare and distribute required notices:

(1) If the person will be serviced by a new payroll office as a result of the action, the losing office must give to the employee, before the effective date of the action, a completed SF 8, Notice to Federal Employee About Unemployment Insurance. It should show the full name and address of the payroll office where the individual's records were maintained. Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. (See FPM chapter 850.) ◆

(2) If employee is a member or former member of the uniformed services who is subject to the pay cap reporting instructions, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for addresses of the pay centers.) When the employee is subject to the pay cap reporting instructions, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

q. Distribute SF 50 copies as follows:

—Employee Copy—send to employee in accordance with your agency's instructions.

—Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action. (NOTE: Follow your agency's instructions to determine whether to send a copy of the SF 50 that begins, extends, or ends a detail to your payroll office. Because a detail does not result in a change in the employee's salary or in the office to which he/she is permanently assigned, your payroll office may not need copies of these actions.)

—OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM supplement 298–1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

—OPF Copy—file on permanent (right) side of employee's Official Personnel Folder. ◆ (NOTE: Make sure that all entries on the SF 50 copy that is placed in the employee's OPF are readable.) ◆

—Chronological Journal Copy—file as discussed in FPM supplement 293–31.

Table 14–A When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail

R U L E	A	B	C
	If the Action Changes The Employee	*When*	*Then The Action Is*
1	From one position to another	Employee is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Employee moves (during grade retention period) back to position at retained grade	
3	To a position at a higher grade level within the same job classification system and pay schedule	The employee does not begin or continue a period of grade retention as a result of the action	Promotion
4	To a position with a higher rate of basic pay in a different job classification system & pay schedule		
5	From one position under the General Schedule to another position at a lower grade under the General Schedule		Change to lower grade
6	To a lower graded position under the same wage grade schedule		
7	To a position at a lower rate of basic pay under the same type ungraded wage schedule		
8	To a position at a lower rate of basic pay in a different pay-method category		
9	To another position on a temporary basis with the employee expected to return to his/her regular duties of the end of the assignment		Detail
10	From one position to another under conditions not covered in Rules 1–9, i.e., action is not a Position Change, Promotion, Change to Lower Grade or Detail		Reassignment

TABLE 14-B When SF 50 is Required to Effect a Detail

RULE	A	B	C	D
	If Employee Being Detailed Is In The	*And Detail Is*	*And Detail Is For*	*Then*
1	Competitive Service	To a job which is identical-additional (IA) to employee's current job ◆ or is the same series, grade and basic duties as the position to which the employee is regularly assigned ◆		No SF 50 is required
2		To a different job—not an IA job	30 days or less	
3			31 days or more	SF 50 is required
4	Excepted Service ◆ or in the Senior Executive Service (SES) ◆		For 30 days or less	No SF 50 is required
5			For 31 days or more	SF 50 is required

Table 14-C Details (See Notes 1 and 2)

RULE	A	B	C	D	E	F
	If Detail	And Detail Is To	Then NOAC Is	NOA Is	Auth Code Is	Auth Is
1	Is authorized under delegation agreement with OPM	A position at a higher grade during a major reorganization	730	Detail NTE (date)	VPM and BWM	5 U.S.C. 3341 Reorg and OPM Delegation Agr
2		A position at a higher grade when a major reorganization is not underway			VZL and BWM	5 U.S.C. 3341 Other and OPM Delegation Agr
3		A position at the same or lower grade with known growth or promotion potential ◆ or with no greater potential than position from which employee is detailed ◆			VWM and BWM	5 U.S.C. 3341 Growth and OPM Delegation Agr
4		An unclassified position			VSM and BWM	5 U.S.C. 3341 Unclass and OPM Delegation Agr
5		A position at the same or lower grade with no known growth or promotion potential			VLM and BWM	5 U.S.C. 3341 and OPM Delegation Agr
6	Is authorized by specific approval by OPM	A position at a higher grade during a major reorganization			VPM and ABM	5 U.S.C. 3341 Reorg and SF 59 approved (date)
7		A position at a higher grade when a major reorganization is not underway			VZL and ABM	5 U.S.C. 3341 Other and SF 59 approved (date)
8		A position at the same or lower grade with known growth or promotion potential			VWM and ABM	5 U.S.C. 3341 Growth and SF 59 approved (date)

Table 14-C Details (Continued) (See Notes 1 and 2)

R	A	B	C	D	E	F
U L E	*If Detail*	*And Detail Is To*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*
9	Is authorized by specific approval by OPM	A position at the same or lower grade with no known growth or promotion potential ◆ or with no greater potential than position from which employee is detailed ◆	730	Detail NTE (date)	VLM and ABM	5 U.S.C. 3341 and SF 59 approved (date)
10		An unclassified position			VSM and ABM	5 U.S.C. 3341 Unclass and SF 59 approved (date)
11	Does not require approval or special authority from OPM	A position at a higher grade during a major reorganization			VPM	5 U.S.C. 3341 Reorg
12		A position at a higher grade when a major reorganization is not underway			VZL	5 U.S.C. 3341 Other
13		A position at the same or lower grade with known growth or promotion potential			VWM	5 U.S.C. 3341 Growth
14		A position at the same or lower grade with no known growth or promotion potential ◆ or with no greater potential than position from which employee is detailed ◆			VLM	5 U.S.C. 3341
15		An unclassified position			VSM	5 U.S.C. 3341 Unclass

Table 14-C Details (Continued) (See Notes 1 and 2)

R U L E	A	B	C	D	E	F
	If Detail	*And Detail Is To*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*
16	Is to State or local government under the Intergovernmental Personnel Act (IPA)		730	Detail NTE (date)	NYM	Reg 334.101
17	Is to an international organization				VGM	5 U.S.C. 3343
◆18	Is from one Senior Executive Service (SES) position to another SES position				VLM	5 U.S.C. 3341 ◆

Table 14-C Details (Continued) (See Notes 1 and 2)

R U L E	A	B	C	D	E	F
	If Detail	*And Detail Is To*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*
16	Is to State or local government under the Intergovernmental Personnel Act (IPA)		730	Detail NTE (date)	NYM	Reg 334.101
17	Is to an international organization				VGM	5 U.S.C. 3343
18	Is from one Senior Executive Service (SES) position to another SES position				VLM	5 U.S.C. 3341
19	Ends or is terminated	State or local government under the Intergovernmental Personnel Act	732	Termination of Detail	NYM	Reg 334.101
20		An international organization			VGM	5 U.S.C. 3343
21		A position or organization not covered by Rules 19 and 20			VLM	5 U.S.C. 3341

NOTES:

[1] Except for details to international organizations (covered in Rule 17) that may be made initially for a period of 5 years, and details to State or local government that may be made initially for 2 years, a detail action may not be made initially for more than 120 days. If additional time is needed for the detail, an extension action must be processed following the instructions in subchapter 18.

[2] An employee serving under Schedule C or a statutory authority in the Excepted Service may be detailed to a position in the Competitive Service only if: (1) his/her agency has been delegated authority to make such assignments or if (2) prior approval has been obtained from OPM for the assignment.

Table 14–D Promotions in the Competitive Civil Service (Excluding the Executive Assignment System)

RULE	A	B	C	D	E	F	G
	If The Basis Of Promotion Is	*And The Promotion*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Codes For Required Remarks Are (See Note 3)*
1	Promotion of an Administrative Law Judge under conditions described in Reg 930.204	Is on a temporary basis	703	Promotion-NTE (date)	SZR	Reg 930.204	
2		Is not on a temporary basis	702	Promotion			
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion-NTE (date)	N3M	Reg 335.102 Comp	K12
4		Is not on a temporary basis	702	Promotion			
5	To remove time limitation placed on last promotion by making it permanent	Is made permanent without following competitive procedures (See Note 2.)			N2M	Reg 335.102	K13
6		Is made permanent after competitive procedures are followed			N3M	Reg 335.102 Comp	K12

Table 14-D Promotions in the Competitive Civil Service (Excluding the Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G
	If The Basis Of Promotion Is	*And The Promotion*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Codes For Required Remarks Are (See Note 3)*
7	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position		702	Promotion	L9M	Reg 315.907	K43
8	Promotion resulting from placement effected under reduction-in-force regulations				N2M and PNM	Reg 335.102 and Reg 351.603	
9	The upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error				N5M	Reg 335.102 Upgrading	
10	Career promotion without competition when the employee's position is reclassified at a higher grade because of additional duties and responsibilities				N7M	Reg 335.102 Reclass	K26

Table 14–D Promotions in the Competitive Civil Service (Excluding the Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G
	If The Basis Of Promotion Is	*And The Promotion*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Codes For Required Remarks Are (See Note 3)*
11	Career promotion without competition when at an earlier stage the employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for a stated higher grade position ◆ (These are frequently referred to as "career ladder" promotions.) ◆		702	Promotion	N6M	Reg 335.102 Career Prom	
12	Promotion authorized under agency agreement with OPM to make promotions for a limited term in excess of 2 years but not more than 4 years to complete a designated project or as part of a planned rotational system for a definite period		703	Promotion-NTE (date)	N4M	Reg 335.102(g)	

Table 14–D Promotions in the Competitive Civil Service (Excluding the Executive Assignment System) (Continued)

R U L E	A *If The Basis Of Promotion Is*	B *And The Promotion*	C *Then NOAC Is*	D *NOA Is*	E *Auth Code Is*	F *Auth Is (See Note 1)*	G *Codes For Required Remarks Are (See Note 3)*
◆13	Promotion of an employee who is serving in a Worker-Trainee developmental position on a Temp Appt-PER	Is not on a temporary basis	702	Promotion	EEM	FPM Ltr #316–16 dated 7–30–79 ◆	
14	An exception to competitive promotion procedures not described in Rules 8–13	Is on a temporary basis	703	Promotion-NTE (date)	N8M	Reg 335.102 Except to Comp	
15		Is not on temporary basis	702	Promotion			

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

[2] This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.

[3] See table 14–R to translate codes into actual remarks.

Table 14-E Promotions in the Excepted Service (Excluding the Executive Assignment System)

R U L E	A	B	C	D	E	F	G	H
	If The Basis Of Promotion Is	*And The Promotion*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note 1)*	*Codes For Required Remarks Are (See Note 2)*
1	Promotion of a VRA appointee	Is on a permanent basis		702	Promotion	KBM	Reg 307.106	
2		Is on a temporary basis		703	Promotion-NTE (date)			
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is made on a temporary basis				BPM	CS Rule 8.3	
4		Is not on a temporary basis		702	Promotion			

Table 14-E Promotions in the Excepted Service (Excluding the Executive Assignment System)

R U L E	A	B	C	D	E	F	G	H
	If The Basis Of Promotion Is	*And The Promotion*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note 1)*	*Codes For Required Remarks Are (See Note 2)*
5	Promotion of an employee serving under the ◆ Panama Canal Employment System ◆ on a CA-Career-Conditional or CA-Career Appointment	Is made on a temporary basis		703	Promotion-NTE (date)	◆ TVK ◆	◆ 35 CFR 253.46 ◆	
6		Is not on a temporary basis		702	Promotion			
7	Removal of time limitation placed on last promotion by making it permanent					(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom—NTE action)	K13

Table 14–E Promotions in the Excepted Service (Excluding the Executive Assignment System) (Continued)

RULE	A	B	C	D	E	F	G	H
	If The Basis Of Promotion Is	*And The Promotion*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note 1)*	*Codes For Required Remarks Are (See Note 2)*
◆8	Placement effected under reduction-in-force regulations		Employee is serving under the Panama Canal Employment System on a CA-Career-Conditional or CA-Career Appointment or in an excepted position in the Republic of Panama under a permanent appointment	702	Promotion	TAL and (Same regulatory authority code as was used for the appointment)	35 CFR 253.241(c) and (Same regulatory authority as was used for the appointment) ◆	
9						PNM and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	Reg 351.603 and (same Schedule A, B, C, statutory or regulatory authority as was used for the appt) (See Note 3)	

Table 14–E Promotions in the Excepted Service (Excluding the Executive Assignment System)

R U L E	A	B	C	D	E	F	G	H
	If The Basis Of Promotion Is	*And The Promotion*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note 1)*	*Codes For Required Remarks Are (See Note 2)*
10	Assignment to a position which can be filled under the same authority as was used for employee's appointment	Is under circumstances not covered in Rules 1–9	Is made on a temporary basis	703	Promotion-NTE (date)	(Same Schedule A, B, C, statutory or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory or regulatory auth as that used for the appt) (See Note 3)	
11			Is made on a permanent basis	702	Promotion			

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] See Table 14–R to translate codes into actual remarks.

[3] For information on Schedule A, B, and C authorities, see FPM chapter 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A, B, and C, see FPM Supplement 292-1.

Table 14-F Promotions Under the Executive Assignment System

R U L E	A	B	C	D	E	F	G
	If The Promotion Is	*And*	*Then NOAC Is*	*NOAC Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Code For Required Remark Is (See Note 2)*
1	Without time limitation to a position under a Career Executive Assignment	Selection is made under competitive procedures	702	Promotion	H6M	Reg 305.505 Comp	K12
2		Action is the result of reduction-in-force			PNM and H4M	Reg 351.603 and Reg 305.505	
3		Action is result of position being upgraded without significant change in duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error			H7M	Reg 305.505 Upgrading	
4		Promotion is made noncompetitively to a position reconstituted at a higher grade because of additional duties and responsibilities			JAM	Reg 305.505 Reclass	K26
5		Is a career promotion not covered by Rule 4			H5M	Reg 305.505 Career Prom	
6		To remove time limitation placed on last action by making it permanent			H4M	Reg 305.505	K13

Table 14–F Promotions Under the Executive Assignment System (Continued)

RULE	A	B	C	D	E	F	G
	If The Promotion Is	*And*	*Then NOAC Is*	*NOAC Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Code For Required Remark Is (See Note 2)*
7	Without time limitation to a position under a Career Executive Assignment	Is an exception to competitive promotion procedures not described in Rules 4 & 5	702	Promotion	H8M	Reg 305.505 Other Except to Comp	
8	For a specified period of time to a position under a Career Executive Assignment	Selection is made under competitive procedures	703	Promotion NTE (date)	H6M	Reg 305.505 Comp	K12
9		Is an exception to competitive promotion procedures.			H8M	Reg 305.505 Other Except to Comp	
10	To a position under a Noncareer Executive Assignment	Without time limitation	702	Promotion	JYM	Reg 305.601	
11		For a specified period of time	703	Promotion NTE (date)			

NOTE:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If OPM Form 1390 was obtained for the action, also include with the authorities *AWM: OPM Form 1390 dated (date)*. When used, *AWM* should be the last authority cited.

[2] See table 14–R to translate codes into actual remarks.

Table 14-G Reassignments in the Competitive Civil Service (Excluding the Executive Assignment System)

RULE	A	B	C	D	E	F
	If The Basis For Reassignment Is	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Codes for Required Remarks Are (See Note 2)*
1	Reassignment of an Administrative Law Judge under conditions described in Reg 930.205	721	Reassignment	SZS	Reg 930.205	
2	Competitive selection under agency Merit Promotion or Merit Staffing Procedures			N3M	Reg 335.102 Comp	K12
3	Reduction-in-force			PNM	Reg 351.603	
4	Reclassification of employee's position due to a change in classification standards			N7M	Reg 335.102 Reclass	K23
5	Reclassification of employee's position due to position review			N7M	Reg 335.102 Reclass	K27
6	An exception to competitive staffing procedures not covered in Rules 4 and 5 (See Note 3)			N8M	Reg 335.102 Except to Comp	
7	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position			L9M	Reg 315.907	K43
8	◆ Employee's selection for a position with no more promotion potential than that of the position he/she has been occupying, when Rules 1–7 do not apply. ◆			N2M	Reg 335.102	

NOTE:

[1] ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If *SF 59* was obtained for the action, also include with the authorities *ABM: SF 59 approved (date).* When used, *ABM* should be the last authority cited.

[2] See table 14–R to translate codes into actual remarks.

◆ [3] Use this Rule when competitive procedures that would normally be required are waived for this particular employee, e.g., when the employee is entitled to referral under a priority placement program. ◆

Table 14–H Reassignments in the Excepted Service (Excluding the Executive Assignment System)

RULE	A	B	C	D	E	F	G
	If The Basis For Reassignment Is	*And The Reassignment Is*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 1)*	*Codes For Remarks Are Required (See Note 2)*
1	Reassignment of a VRA appointee		721	Reassignment	KBM	Reg 307.106	
2	Reassignment of a non-U.S. citizen serving overseas under CS Rule 8.3				BPM	CS Rule 8.3	
3	Reassignment of an employee serving under the ◆ Panama Canal Employment ◆ System on a CA Career-Conditional or CA Career Appointment				◆ TVK ◆	◆ 35 CFR ◆ 253.46	
◆4	Reduction-in-force	Of an employee serving under the Panama Canal Employment on a CA Career-Conditional or CA Career Appointment or in an excepted position in the Republic of Panama under a permanent appointment			TAL and (Same regulatory authority code as was used for the appointment)	35 CFR 253.241(c) and (Same regulatory authority as was used for the appointment) ◆	

Table 14-H Reassignments in the Excepted Service (Excluding the Executive Assignment System) (Continued)

R U L E	A *If The Basis For Reassignment Is*	B *And The Reassignment Is*	C *Then NOAC Is*	D *NOA Is*	E *Auth Code Is*	F *Auth Is (See Note 1)*	G *Codes For Remarks Are Required (See Note 2)*
5	Reduction-in-force		721	Reassignment	PNM and (Same Schedule A,B,C, statutory, or regulatory authority code as was used for the appt)	Reg 351.603 and (Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 3)	
6	Assignment to a position which can be filled under the same authority as was used for employee's appointment	Under circumstances not described in Rules 1–5			(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A,B, C, statutory, or regulatory authority as was used for the appointment) (See Note 3)	

NOTES:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used. If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] See table 14-R to translate codes into actual remarks.

[3] For information on Schedule A, B, and C authorities, see FPM chapter 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A, B, and C, see FPM Supplement 292-1.

Table 14-I Reassignments Under the Executive Assignment System

R U L E	A	B	C	D	E	F	G
	If Reassignment Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is (See Note 1)*	*Codes For Required Remarks Are (See Note 2)*
1	To a position under a Career Executive Assignment	Selection is made under competitive procedures	721	Reassignment	H6M	Reg 305.505 Comp	K12
2		Action is a result of reduction-in-force			PNM and H4M	Reg 351.603 and Reg 305.505	
3		Action is a result of employee's position being reclassified			JAM	Reg 305.505 Reclass	K27
4		Action is an exception to competitive procedures which is not covered in Rules 2 and 3			H8M	Reg 305.505 Other Except to Comp	
5		Action is not covered under Rules 1–4			H4M	Reg 305.505	
6	To a position under a Noncareer Executive Assignment				JYM	Reg 305.601	

NOTE:

[1] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[2] See table 14-R to translate codes into actual remarks.

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Table 14–J Reassignments in the Senior Executive Service

RULE	A	B	C	D	E	F	G
	If The Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note)*
1	The employee moves from one SES position to another SES position in the same agency	Serving under an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 USC 4314 (b)(3)
2			Action is not the result of an unsatisfactory performance rating			V5M	5 USC 3395 (a)(1)(A)
3		Serving under an SES Limited Emergency Appt				V7M	5 USC 3395 (b)(1)
4		Serving under an SES Limited Term Appt				V8M	5 USC 3395 (b)(2)
5		Serving under an SES NonCareer Appt				V9M	5 USC 3395 (d)(1)

NOTE:

ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and *ZLM*, if used.

If OPM Form 1390 was obtained for the action, also include with the authorities *AWM: OPM Form 1390 dated (date).* When used, AWM should be the last authority cited.

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Table 14-K Changes to Lower Grade in the Competitive Civil Service (Excluding the Executive Assignment System) (See Notes 1 and 2)

R U L E	A *If The Basis For Action Is*	B *And*	C *And*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Auth is (See Note 3)*	H *Codes For Required Remarks Are (See Note 4)*
1	Competitive selection under agency Merit Promotion or Merit Staffing Procedures			713	Chg to Lower Grade	N3M	Reg 335.102 Comp	K12
2	To return employee to his/her regular position after temporary promotion	Employee is entitled to grade retention under 5 USC 5362	Temporary promotion was to a grade higher than his/her retained grade			N2M	Reg 335.102 (See Note 2)	K16, X37, and X45
3		Employee is *not* entitled to grade retention under 5 USC 5362						K16
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 USC 5362					PNM	Reg 351.603	

Table 14-K Changes to Lower Grade in the Competitive Civil Service (Excluding the Executive Assignment System) (See Notes 1 and 2) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 3)*	*Codes For Required Remarks Are (See Note 4)*
5	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 USC 5362	Action is processed under 5 USC 75		713	Chg to Lower Grade	VAJ and N7M	5 USC 75 and Reg 335.102 Reclass	
6		Action is processed under agency regulations which are equivalent to 5 USC 75				VHJ and N7M	5 USC 75 Eq and Reg 335.102 Reclass	
7		Action is not covered by Rules 5 and 6				USM and N7M	(Cite Agency reg) and Reg 335.102 Reclass	

Table 14-K Changes to Lower Grade in the Competitive Civil Service (Excluding the Executive Assignment System) (See Notes 1 and 2) (Continued)

RULE	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 3)*	*Codes For Required Remarks Are (See Note 4)*
8	An exception to competitive staffing procedures as described in FPM chapter 335 and not covered under Rules 5–7			713	Chg to Lower Grade	N8M	Reg 335.102 Except to Comp	
9	Employee's request to be moved to a lower grade position					N2M	Reg 335.102	M20
10	Employee failing to satisfactorily complete probationary period for supervisory (or managerial) position					L9M	Reg 315.907	K43
11	Order of the Merit Systems Protection Board					VAM	5 USC 1207(a)	

Table 14–K Changes to Lower Grade in the Competitive Civil Service (Excluding the Executive Assignment System) (See Notes 1 and 2) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 3)*	*Codes For Required Remarks Are (See Note 4)*
12	Employee's unacceptable performance	Action is processed under Part 432, CS Regs		713	Chg to Lower Grade	QGM	Reg 432.201	
13		Action is processed under agency regulations which are equivalent to Part 432, CS Regs				QHM	Reg 432.201 Eq	
14		Action is not covered by Rules 12 and 13				U2M and N2M	(Cite Agency Reg authorizing a Chg to Lower Grade because of performance) and Reg. 335.102	
15	Is not covered by Rules 1–14 and does not entitle employee to grade retention under 5 USC 5362	Action is processed under 5 USC 75				VAJ and N2M	5 USC 75 and Reg 335.102	

Table 14–K Changes to Lower Grade in the Competitive Civil Service (Excluding the Executive Assignment System) (See Notes 1 and 2) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 3)*	*Codes For Required Remarks Are (See Note 4)*
16	Is not covered by Rules 1–14 and does not entitle employee to grade retention under 5 USC 5362	Action is processed under agency regulations which are equivalent to 5 USC 75		713	Chg to Lower Grade	VHJ and N2M	5 USC 75 Eq and Reg 335.102	
17		Action is not covered by Rules 15 and 16				USM and N2M	(Cite Agency Reg authorizing Change to Lower Grade) and Reg 335.102	

NOTES:

[1] If the action results in the employee becoming entitled to grade retention under 5 USC 5362, use Table 14–N.

[2] When a temporary promotion exceeds two years, adverse action procedures must be used to return the employee to his/her regular position. In these situations *also* use authority code/authority VAJ/5 USC, Ch. 75 or VHJ/5 USC, Ch 75 Eq.

[3] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. When used, *ZLM* should be cited immediately after the authority or authorities required by this Table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this Table and ZLM, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[4] See Table 14–R to translate codes into actual remarks.

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Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Code For Required Remarks Are (See Note 3)
1	Change to lower grade of VRA appointee			713	Chg to Lower Grade	KBM	Reg 307.106	
2	Change to lower grade of a non-U.S. citizen serving overseas					BPM	CS Rule 8.3	
3	Change to lower grade of employee serving under the ◆ Panama Canal Employment ◆ System in a CA Career-Conditional or CA Career Appointment	◆Employee is not entitled to grade retention under 35 CFR 251.42(b)◆				◆ TVK ◆	◆ 35 CFR ◆ 253.46	
4	Reduction-in-force when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	Reg 351.603 and (same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

RULE	A *If The Basis For Action Is*	B *And*	C *And*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Auth Is (See Note 2)*	H *Code For Required Remarks Are (See Note 3)*
◆ 5	Reduction in force when employee is serving under the Panama Canal Employment System on a CA Career-Conditional or CA Career Appointment or in an excepted position in the Republic of Panama under a permanent appointment	Employee is not entitled to grade retention under 35 CFR 251.42(b)		713	Chg to Lower Grade	TAL and (Same regulatory authority code as was used for the appointment)	35 CFR 253.241(c) and (Same regulatory authority as was used for the appointment ◆	

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
6	To return employee to prior grade upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than his/her retained grade	713	Chg to Lower Grade	(Same auth code as was for Prom NTE)	(Same authority as used for the Promotion NTE)	K16, X37 and X45
7		Employee is not entitled to grade retention						K16
8	Reclassification of position to a lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Is under adverse action procedures of 5 U.S.C. 75				VUJ and (Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	5 U.S.C. 75 Reclass and (Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

Table 14–L. Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Code For Required Remarks Are (See Note 3)
9	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362)	Is under agency procedures equivalent to 5 U.S.C. 75		713	Chg to Lower Grade	VVJ and (Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	5 U.S.C. 75 Reclass Eq and (Same Schedule A,B,C, statutory, or regulatory authority as was used for the appt) (See Note 4)	
10		Action is not covered by Rules 8 or 9				U3M and (same Schedule A,B,C, statutory, or regulatory auth code as was used for the appt)	(Cite agency Reg authorizing change to lower grade because of reclassification) and (Same Schedule A,B,C, statutory, or regulatory auth as was used for the appt) (See Note 4)	

Table 14-L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
11	Employee-initiated action to move to lower grade position that can be filled under the same authority as was used for the employee's appointment			713	Chg to Lower Grade	(Same Schedule A,B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	M20
12	Employee's unacceptable performance	Action is processed under Part 432, CS Regs				QGM	Reg 432.201	
13		Action is processed under agency regulations which are equivalent to Part 432, CS Regs				QHM	Reg 432.201 Eq	

Table 14-L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
14	Employee's unacceptable performance	Action is not covered by Rules 12–13		713	Chg to Lower Grade	U2M	(Cite agency Reg authorizing Change to Lower Grade because of performance)	
15	Order of the Merit Systems Protection Board					VAM	5 U.S.C. 1207a	

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
16	Assignment of employee under conditions not covered in Rules 1–15, to lower grade position that can be filled under the same authority as was used for employee's appointment (when action does not entitle employee to grade retention under 5 U.S.C. 5362)	Is under adverse action procedures of 5 U.S.C. 75		713	Chg to Lower Grade	VAJ and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	5 U.S.C. 75 & (same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
17	Assignment of employee under conditions not covered in Rules 1–15, to lower grade position that can be filled under the same authority as was used for employee's appointment (when action does not entitle employee to grade retention under 5 U.S.C. 5362)	Is under adverse action procedures equivalent to 5 U.S.C. 75		713	Chg to Lower Grade	VHJ and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	5 U.S.C. 75 Eq & (same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
18	Assignment of employee, under conditions not covered in Rules 1–15, to lower grade position which can be filled under the same authority as was used for employee's appointment (when action does not entitle employee to grade retention under 5 U.S.C. 5362)	Is under conditions not covered in Rules 16 and 17		713	Chg to Lower Grade	USM and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Cite Agency Reg) and (Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

NOTES:

[1] If action results in employee becoming entitled to grade retention under 5 USC 5362, use table 14–O.

[2] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[3] See table 14–R to translate codes into actual remarks.

[4] For information on Schedule A, B, or C authorities, see FPM chapter 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A,B, and C, see FPM supplement 292-1.

Table 14–L Changes to Lower Grade in the Excepted Service (Excluding the Executive Assignment System) (See Note 1) (Continued)

	A	B	C	D	E	F	G	H
R U L E	*If The Basis For Action Is*	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
18	Assignment of employee, under conditions not covered in Rules 1–15, to lower grade position which can be filled under the same authority as was used for employee's appointment (when action does not entitle employee to grade retention under 5 U.S.C. 5362)	Is under conditions not covered in Rules 16 and 17		713	Chg to Lower Grade	USM and (same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Cite Agency Reg) and (Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) (See Note 4)	

NOTES:

[1] If action results in employee becoming entitled to grade retention under 5 USC 5362, use table 14–O.

[2] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If SF 59 was obtained for the action, also include with the authorities *ABM: SF 59 approved (date)*. When used, *ABM* should be the last authority cited.

[3] See table 14–R to translate codes into actual remarks.

[4] For information on Schedule A, B, or C authorities, see FPM chapter 213 and Part 213 of Title 5, Code of Federal Regulations. For Authority Codes for Schedules A,B, and C, see FPM supplement 292-1.

Table 14-M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code for Required Remarks Are (See Note 3)*
1	Career Executive Assignment	Selection is made under competitive procedures		713	Chg to Lower Grade	H6M	Reg 305.505 Comp	K12
2		Action is a result of reduction-in-force				PNM and H4M	Reg 351.603 and Reg 305.505	
3		Action is a result of employee's position being reclassified	Is taken under procedures of 5 USC 75			JAM and VAJ	Reg 305.505 Reclass and 5 USC Ch 75	
4		Action is an exception to competitive selection procedures as described in FPM 335				H8M	Reg 305.505 Other Except to Comp	
5		Action is ordered by Merit Systems Protection Board				VAM	5 USC 1207a	

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes for Required Remarks Are (See Note 4)*
6	Career Executive Assignment	Employee is entitled to grade retention under 5 USC 5362	Action is to return employee to his/her regular position after a Promotion NTE to a grade higher than his/her retained grade	713	Chg to Lower Grade	H4M	Reg 305.505	K16, X37, and X45
7		◆ Employee is not entitled to grade retention under 5 USC 5362 ◆	◆ Action is to return employee to his/her regular position after a promotion NTE ◆			H4M	Reg 305.505	K16
8		Action is result of unacceptable or unsatisfactory performance	Is processed under Part 432, CS Regs			QGM	Reg 432.201	
9			Is processed under agency regulations which are equivalent to Part 432, CS Regs			QHM	Reg 432.201 Eq	

Table 14-M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes For Required Remarks Are (See Note 3)*
10	Career Executive Assignment		Action is not covered by Rules 8 and 9	713	Chg to Lower Grade	U2M	(Cite agency Reg authorizing Change to Lower Grade because of performance)	
11		Results from action which is not covered by Rules 1–10	Is processed under adverse action procedures of part 752, CS Regs			VAJ and H4M	5 USC 75 and Reg 305.505	
12			Is not covered by Rule 11			H4M	Reg 305.505	
13	Noncareer Executive Assignment	Action is ordered by Merit Systems Protection Board				VAM	5 USC 1207a	
14		Employee is entitled to grade retention under 5 USC 5362	Action is to return employee to his/her regular position after a Promotion NTE to a grade higher than his/her retained grade			JYM	Reg 305.601	K16, X37, and X45

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

RULE	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
15	Noncareer Executive Assignment	Action is to return employee to his/her regular position after a Promotion NTE	Employee is not entitled to grade retention under 5 USC 5362	713	Chg to Lower Grade	JYM	Reg 305.601	K16
16		Action is result of unacceptable or unsatisfactory performance	Is processed under Part 432, CS Regs			QGM	Reg 432.201	
17			Is processed under agency regulations which are equivalent to Part 432, CS Regs			QHM	Reg 432.201 Eq	
18			Action is not covered by Rules 16 and 17			U2M	(Cite agency reg authorizing Change to Lower Grade because of performance)	
19		Action is a result of reduction-in-force				PNM and JYM	Reg 351.603 and Reg 305.601	

Table 14-M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes for Required Remarks Are (See Note 3)*
20	Noncareer Executive Assignment	Results from action not covered by Rules 13–19	Is under adverse action procedures of Part 752, CS Regs	713	Chg to Lower Grade	VAJ and JYM	5 USC 75 and Reg 305.601	
21			Is under agency procedures equivalent to Part 752, CS Regs			VHJ and JYM	5 USC 75 ◆ Eq ◆ and Reg 305.601	
22			Is not covered by Rules 20 and 21			JYM	Reg 305.601	

NOTES:

[1] If action results in employee becoming entitled to grade retention under 5 USC 5362, use table 14-P.

[2] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If OPM Form 1390 was obtained for the action, also include with the authorities *AWM: OPM Form 1390 dated (date)*. When used, *AWM* should be the last authority cited.

[3] See table 14-R to translate codes into actual remarks.

Table 14–N Position Change Actions in the Competitive Service (Excluding the Career Executive Assignment System)

R U L E	A	B	C	D	E	F	G
	If Basis For Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Codes For Required Remarks Are (See Note 4)
1	When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of reorganization or reclassification decision that management has announced in writing.	Action is the initial demotion	740	Psn Chg	N2M and RJM	Reg 335.102 and Reg 536.103(b)	X37, X61, and X45
2		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
3	Change in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Action is the initial demotion			N2M and VQJ	Reg. 335.102 and 5 U.S.C. 5362(b)	X37, X61, and X45
4		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
5	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion			PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
6		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14–N Position Change Actions in the Competitive Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G
	If Basis For Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes For Required Remarks Are (See Note 4)*
7	Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and no new or additional entitlement to grade retention results)	Change is on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	N2M	Reg. 335.102	X37, X61, and X45
8		Action is without time limitation	740	Psn Chg			
9	Employee who is on grade retention moves back to a position at his/her retained grade (See Note 3)						X36
10		Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See Table 14–R to translate codes into actual remarks.

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
1	When Head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing.	Assignment[4] can be made under same authority as was used for employee's appointment	Action is the initial demotion	740	Psn Chg	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt) and RJM	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) and Reg 536.103(b)	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion			KBM and RJM	Reg 307.106 and Reg 536.103(b)	X37, X61 and X45
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes for Required Remarks Are (See Note 4)
5	When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing.	Assignment is of an employee serving under the ◆ Panama ◆ Canal ◆ Employment ◆ System on a CA Career Conditional or Career Appointment	Action is the initial demotion	740	Psn Chg	◆ TVK and TCK ◆	◆ 35 CFR 253.46 and 35 CFR 251.42(b) ◆	X37, X61 and X45
6			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
7	Change (made without time limitation) in employee's grade as a result of position reclassification which entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment can be made under same authority as was used for employee's appointment	Action is the initial demotion			(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt) and VQJ	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X61 and X45
8			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
9	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion	740	Psn Chg	KBM and VQJ	Reg 307.106 and 5 U.S.C. 5362(b)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
11	◆ Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 35 CFR 251.42(b) (See Note 1) ◆	Assignment is of an employee serving under the ◆ Panama Canal Employment ◆ System on a CA Career Conditional or CA Career Appointment	Action is the initial demotion			◆ TVK and TCK ◆	◆ 35 CFR 253.46 and 35 CFR 251.42(b) ◆	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

RULE	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes for Required Remarks Are (See Note 4)
13	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
14		Action is a subsequent demotion during retention period						X37, X38, X61, and X45
15	Position change to grade below employee's retained grade (when no new or additional entitlement to grade retention results)	Assignment can be made under same authority as was used for employee's appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X37, X61, and X45
16			The change is without limitation	740	Psn Chg			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
9	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion	740	Psn Chg	KBM and VQJ	Reg 307.106 and 5 U.S.C. 5362(b)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
11	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 35 CFR 251.42(b) (See Note 1)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career-Conditional or CA Career Appointment	Action is the initial demotion			TVK and TCK	35 CFR 253.46 and 35 CFR 251.42(b)	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
13	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
14		Action is a subsequent demotion during retention period						X37, X38, X61, and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
15	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment can be made under same authority as was used for employee's appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X37, X61, and X45
16			The change is without limitation	740	Psn Chg			

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Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
17	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment is of an employee who is serving under the VRA authority	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	KBM	Reg 307.106	X37, X61, and X45
18			The change is made without time limitation	740	Psn Chg			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
19	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career-Conditional or CA Career Appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	TVK	35 CFR 253.46	X37, X61, and X45
20			The change is made without time limitation	740	Psn Chg			

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
21	◆ Employee who is on grade retention moves back to a position at his/her retained grade ◆ (See Note 3)	Assignment can be made under same authority as was used for employee's appointment	Action is without time limitation	740	Psn Chg	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X36
22			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			
23		Assignment is of an employee who is serving under the VRA authority	Action is without time limitation	740	Psn Chg	KBM	Reg 307.106	X36
24			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes for Required Remarks Are (See Note 4)
25	Employee who is on grade retention moves back to a position at his/her/retained grade (See Note 3)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career Conditional or Career Appointment	Action is without time limitation	740	Psn Chg	TVK	35 CFR 253.46	X36
26			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See table 14–R to translate codes into actual remarks.

Table 14–P Position Changes Under the Executive Assignment System

RULE	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
1	◆ When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing. ◆	Serving on a Career Executive Assignment	Action is the initial demotion	740	Psn Chg	H4M and ◆ RJM ◆	Reg 305.505 ◆ and Reg 536.103(b) ◆	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Serving on a Noncareer Executive Assignment	Action is the initial demotion			JYM and ◆ RJM ◆	Reg 305.601 ◆ and Reg 536.103(b) ◆	X37, X61, and X45
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
5	Position change resulting from RIF which entitles employee to grade retention under 5 USC 5362(a)	Serving on a Career Executive Assignment	Action is the initial demotion			PNM and VMJ	Reg 351.603 and 5 USC 5362 (a)	X37, X61 and X45
6			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14-P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
7	Position change resulting from RIF which entitles employee to grade retention under 5 USC 5362(a)	Serving on a Noncareer Executive Assignment	Action is the initial demotion	740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 USC 5362(a)	X37, X61 and X45
8			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
9	Change in employee's grade as result of position reclassification which entitles employee to grade retention under 5 USC 5362(b) (See Note 1)	Serving on a Career Executive Assignment	Action is the initial demotion			H4M and VQJ	Reg 305.505 and 5 USC 5362 (b)	X37, X61 and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
11		Serving on a Noncareer Executive Assignment	Action is the initial demotion			JYM and VQJ	Reg 305.601 and 5 USC 5362(b)	X37, X61 and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14-P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
13	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated ◆ (and no new or additional grade retention results)	Serving on a Career Executive Assignment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	H4M	Reg 305.505	X37, X61, and X45
14			The change is made without time limitation	740	Psn Chg			
15		Serving on a Noncareer Executive Assignment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	JYM	Reg 305.601	X37, X61, and X45

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Table 14-P Position Changes Under the Executive Assignment System (Continued)

RULE	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
16	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed lower grade" to a position at a grade below his/her ◆ *retained* grade when grade retention is not terminated (and no new or additional grade retention results)	Serving on a Noncareer Executive Assignment	The change is made without time limitation	740	Psn Chg	JYM	Reg 305.601	X37, X61, and X45

Table 14–P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
17	◆ Employee who is on grade retention moves back to a position at his/her retained grade ◆ (See Note 3)	Serving on a Career Executive Assignment	Action is without time limitation	740	Psn Chg	H4M	Reg 305.505	X36
18			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			
19		Serving on a Noncareer Executive Assignment	Action is without time limitation	740	Psn Chg	JYM	Reg 305.601	X36
20			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See table 14-R to translate codes into actual remarks.

Table 14-Q Remarks Required in Special Situations (Use as many remarks as are applicable)

R U L E	A	B	C
	If The Employee	*And*	*Then Code For Remark Is (See Note)*
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02
3	Cancelled health benefits enrollment		B01
4	Is occupying a successor position in the competitive service	The grade or series of his/her position is being changed by reclassification of substantially the same duties	K19
5	Is entitled to a retained (or saved) rate of pay	Under an authority *other than* 5 CFR. Part 536	P17
6	◆ Has had retained (or saved) rate of pay ◆	The action will terminate retained (or saved) rate of pay	X42
7	◆ Is being promoted ◆	Action results in termination of grade retention entitlement	X36
8	Will have salary set on the basis of a higher rate he/she earned previously		P01
9	Is eligible to receive a step increase (WGI) on the effective date of the action	Both actions will be processed on the same SF 50 (rather than on separate ones)	P02
10	Is being placed in a General Schedule position where he/she will supervise prevailing rate employees	Employee's rate of pay is being adjusted so he/she will be paid at a higher rate than the employees he/she supervises	P07
11	Is being placed in a position under which he/she will be subject to 7 1/2% CSR deduction.		B05
12	Qualifies for the position based *only* upon a OPM-approved training agreement	The action places the employee directly into the target occupation	E36
13	Has satisfactorily completed training prescribed under an OPM-approved agreement which placed employee directly into the target occupation		E37

Table 14–Q Remarks Required in Special Situations (Use as many remarks as are applicable)

R U L E	A	B	C
	If The Employee	*And*	*Then Code For Remark Is (See Note)*
14	Has his/her position title, series, or grade changed	Change is a result of a position survey	K27
15		Change is a result of a change in classification standards	K23
16	Requests a reassignment to a position with less promotion potential		M20
17	Is being repromoted to a grade or position from which he/she was downgraded	The downgrade was not from personal cause nor at the employee's request	K17
18	Is in the Excepted Service	Has been selected for the position to which he/she is moving under an agency Merit Promotion or Merit Staffing Program	K12
19	Was selected for reassignment without regard to agency's Merit Staffing and Merit Promotion requirements	Position for which selected has no known promotion potential	K18
20	Has been serving on a Promotion NTE		K16
21	Has been serving on a Detail NTE		K39
22	Has been serving on a Position Change NTE		K50
23	Moves to a position for which a special rate of pay has been established under Part 530C, CS Regs, for recruitment and retention		P05
24	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
25		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44

Table 14-Q Remarks Required in Special Situations (Use as many remarks as are applicable)

R U L E	A	B	C
	If The Employee	And	Then Code For Remark Is (See Note)
26	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
27	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X36 and X49
28		Pay retention entitlement is terminated	X42 and X49
29	Requests a change to lower grade	Action results in termination of grade retention benefits	X36 and M20
30		Action results in termination of pay retention benefits	X42 and M20
31			M20
32	Is entitled to grade retention under 5 U.S.C. 5362.	Retained grade is equivalent to the one actually held prior to reduction which entitled employee to grade retention	X35
33	Is entitled to pay retention under 5 U.S.C. 5363.	Salary is 150% of maximum rate of grade to which assigned.	◆ X41 ◆
34			◆ X40 ◆
35	Is detailed	To an unclassified position.	K45
36		To a State or local government or educational institution under the Intergovernmental Personnel Act (IPA)	K46
37		To an international organization.	K47

NOTE:
See table 14-R to translate codes into actual remarks.

Table 14–R Codes and Corresponding Remarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail)

R U L E	A If Code Is	B Then The Remark Is
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	B05	Employee became subject to 7 1/2% CSR deduction effective (date).
4	E36	Qualified for this position only under OPM-approved training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
5	E37	Satisfactorily completed training prescribed under OPM-approved training agreement. Meets basic qualifications for other positions in this series.
6	E44	Probationary period for supervisory (or managerial) position not required.
7	E45	Probationary period for supervisory (or managerial) position completed.
8	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
9	G30	Intermittent employment totalied (number) days in pay status from (date) to (date).
10	K12	Selected from (cite the number of the agency's Merit Promotion Certificate or list of eligibles) dated (date).
11	K13	Removes temporary limitation placed on the last action.
12	K16	From Promotion NTE (date).
13	K17	Repromoted to a higher grade or position from which downgraded without personal cause and not at employees request.
14	K18	Position has no known promotion potential.
15	K19	Successor position—employee retained in competitive service.
16	K23	Result of change in classification standards.
17	K26	Result of additional duties and responsibilities.
18	K27	Result of position review.
19	K39	From Detail NTE (date).

Table 14–R Codes and Corresponding Reamarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail) (Continued)

RULE	A	B
	If Code Is	*Then The Remark Is*
20	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
21	K45	Detailed to unclassified position.
22	K46	Detailed to (enter name of State, local government, or educational institution) under the Intergovernmental Personnel Act (IPA).
23	K47	Detailed to (enter name of international organization).
24	K50	From Position Change NTE (date).
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan, grade, rate).
27	P02	Pay rate fixed to include a rate increase due on same date.
28	P05	Special rate under 5 USC 5303.
29	P07	Pay rate authorized under Reg 531.305—supervises prevailing rate employees paid (rate) per annum.
30	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan, grade and step).
31	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
32	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
33	X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
34	X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
35	X40	Employee is entitled to pay retention.
36	X41	Salary is 150% of maximum rate of grade to which assigned.

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Table 14-R Codes and Corresponding Reamarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail) (Continued)

R U L E	A *If Code Is*	B *Then The Remark Is*
37	X42	Pay retention entitlement terminated.
38	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
39	X49	Change to lower grade is for personal cause.
40	X61	Retained grade will not be used for purposes of reduction-in-force.

#15 Placement in Nonpay or Nonduty Status

Subchapter 15. Placement in Nonpay or Nonduty Status

Contents

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15–C Documenting Placements in Nonpay/Nonduty Status
15–D Additional Remarks Required for Some Placements in Nonpay/Nonduty Status

♦ *For related information on*	*See*
Effect of nonpay time on—	
Career tenure waiting period	Chapter 315, S2–4
Initial appointment probationary period	Chapter 315, Appendix A
Within Grade Increase (WGI) for General Schedule (GS) employee	Supplement 990–2, Book 531, S4–4
Within Grade Increase for Prevailing Rate (wage) employee	Supplement 532–1, S8–5
Service Computation Date (SCD) for leave accrual and for reduction-in-force (RIF)	Supplement 296–33, subch. 6
FEGLI	Supplement 870–1, S2–7
Furlough	Chapter 351, S3–3, and Chapter 752, subch. 3
Health Benefits	Supplement 890–1 and 5 C.F.R. 890.303(e), 890.501, and 890.502
LWOP—granting of LWOP	Supplement 990–2, Book 630, subch. 12
LWOP to accept Intergovernmental Personnel Act (IPA) assignment	Chapter 334
Seasonal employment	5 C.F.R. 340, Part C
Sabbatical for SES employees	5 U.S. Code, 3396(c)(1)
Suspension	Chapter 752, subchs. 2 and 3 ♦

Subchapter 15. Placement in Nonpay or Nonduty Status

S15-1. Coverage.

This subchapter covers furloughs, suspensions, placements in leave without pay (LWOP) status, placements in leave with pay (LWP) status pending retirement, placements of seasonal and on-call employees in nonpay and nonduty status at the end of a peak workload period, and sabbaticals for employees in the Senior Executive Service.

It does not cover:

—Recording of time in nonpay status at the end of a calendar year (when time in a nonpay status exceeds six months during a calendar year). (See subchapter 25 for instructions.)

—An employee using annual or sick leave when pending disability or voluntary retirement is not involved. (No personnel action is required to document use of annual leave or use of sick leave *except* when the employee is using up leave after approval of his/her retirement application.)

—Recording of absence without leave (AWOL) that is a nonpay status for which the employee did not receive approval. SF 50 is not required to document AWOL.

S15-2. Definitions.

a. *Furlough* is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, upon employee's entering the U.S. military service or similar organization, or for other nondisciplinary reasons.

b. *Suspension* is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. It includes placing an employee in a nonpay status without his/her consent pending the approval by OPM of a disability retirement application filed *by the agency.*

c. *LWOP* is a temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request.

d. *LWP* is the placement of an employee on extended sick leave following the approval of a retirement application.

e. *Seasonal employee* is one who works on an annual recurring or on-call basis and for less than 2,080 hours per year.

f. *Sabbatical* is an absence from duty, without charge to leave, that an agency may grant to an SES career appointee to engage in study or uncompensated work experience.

◆ S15-3. Selection of Legal Authority.

a. *Meaning of "equivalent to CS Regs."* For some actions covered by this subchapter, the legal authority you place on the action will depend upon whether the action is being taken under Civil Service laws or regulations, under agency procedures that are similar or equivalent to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under "5 U.S.C. 75" (chapter 75 of title 5 of the U.S. Code, "Adverse Actions"), under agency procedures that are equivalent to 5 U.S.C. 75 ("5 U.S.C. 75 Eq"), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulatons, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow—ones that are similar to or equivalent to the Civil Service procedures, or your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. YOU CANNOT DETERMINE THE CORRECT AUTHORITY WITHOUT KNOWING THE PROCEDURES BEING USED TO EFFECT THE ACTION.

b. *Actions for Which the Agency Must Select the Authority.* For some actions covered by this subchapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, the agency regulation or the agency manual or code of conduct reference should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(3) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (2) above, show in the authority block on the SF 52/50 "5 U.S.C. 302", ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE. (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) It should be cited *only* when no other authority is appropriate for the action being processed, and its use for separation actions should be *very rare*. ◆

S15–4. Instructions.

a. Issue an SF 50 for:

(1) LWOP of 80 hours or more granted because of an on-the-job illness or on-the-job injury;

(2) LWOP, not described in (1) above, that is scheduled for more than 30 days;

(3) LWP that is scheduled for more than 30 days;

(4) Suspension that is scheduled for one day or more;

(5) Furlough that is scheduled for one day or more;

(6) Placement in Nonpay Status actions for seasonal and on-call employees at the end of a peak workload period.

b. Compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

c. Use table 15–A to identify actions necessary when an employee is placed in a nonpay or nonduty status. Follow instructions in that table.

d. Use table 15–C to select NOA/NOAC, authority code, and authority and put them in blocks of SF 52.

e. Use table 15–D to select additional remarks that may be needed.

f. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3. When suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "Suspension to be imposed on Monday–Wednesday of each week for a total of 45 days."

g. Follow your agency's instructions to obtain approval signature in block 38 of SF 52.

h. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

i. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

j. Enter or update not-to-exceed date of action in the service record system, on the SF 7 card, and in any other tickler system your agency uses.

k. Check FPM Supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agen-

cy's instructions to dispose of those not filed in the OPF.

l. If employee is a member or former member of the uniformed services who is subject to pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for addresses of the pay centers.) When the employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

m. Distribute SF 50 copies as follows:

  (1) Employee Copy—send to employee in accordance with your agency's instructions.

  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

  (3) OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM Supplement 298–1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

  (4) OPF Copy—file on permanent (right) side of employee's Office Personnel Folder.

  (5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

Table 15–A Steps in Processing Placements in Nonpay and/or Nonduty Status

R U L E	A *If Personnel Action Is*	B *And Nonpay and/or Nonduty Status Will Last*	C *Then*	D *And*
1	Suspension, Furlough, or Placement in Nonpay Status	Less than 7 consecutive days	Go to tables 15–B and –C	
2		7 consecutive days or more	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C
3	Leave Without Pay (LWOP) *except* when granted to an injured or disabled employee	Less than 7 consecutive days	No action is needed	
4		7 to 30 calendar days	Prepare SF 8 (See Notes 1 and 2.)	
5		Over 30 calendar days	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C (See Note 2)
6	Leave Without Pay (LWOP) when granted to an *injured or disabled employee*	Less than 7 consecutive days	No action is needed	
7		Over 7 consecutive days but less than 80 hours	Prepare SF 8 (See Note 1.)	
8		80 hours or more	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C
9	Leave with Pay (LWP) (pending retirement)	Over 30 calendar days	Go to table 15–C	
10	Sabbatical for an SES employee		Go to table 15–C	

NOTES:

[1] SF 8, Notice to Employee About Unemployment Insurance, must be given to employee on or before effective date of action (see FPM chapter 850). Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. If the personnel office is not responsible for the form, notify the office that is responsible.

[2] If LWOP was originally scheduled for 30 days or less, but extends longer than 30-day period, issue SF 50 giving date LWOP began as the effective date and transmit data to OPM.

Table 15-B Additional Procedures for Placements in Nonpay Status

R U L E	A	B	C
	If Personnel Action Is	*And*	*Then*
1	Furlough to enter active duty military service		Identify and flag in your agency's service record system the position in which employee is being carried on the rolls and paid (see Note).
			Ask the employee if he/she has received information about restoration rights after leaving military service. If not, refer him/her to the appropriate Specialist.
			Advise employee he/she may be paid for unused annual leave or credit it against his/her return. Ask the employee to put the decision in writing.
2		Employee is enrolled in a health benefits plan	Issue SF 2810, following procedures in FPM Supp. 890–1, to terminate enrollment on day placed in nonpay status.
			Give enrollee copy of SF 2810 to employee. Advise employee that, on back of enrollee copy of SF 2810, there is an application on which the employee may apply for conversion to a nongroup health benefits contract (FPM Supp. 890–1 has more information re: health benefits coverage for employee in nonpay status).
3		Employee has FEGLI coverage	Complete SF 2819, Notice of Conversion Privilege, to terminate enrollment on day preceding one on which employee enters military service.
			Give SF 2819 to employee (include on SF 2819 date on which it was issued and name and mailing address of issuing agency).
4	LWOP approved under 5 U.S.C. 3373 (Assignment of Employee to State or Local Government) (see FPM ch. 334)	Employee wishes to retain enrollment in the Federal Employees' Health Benefits Program	Advise that enrollment may be retained as long as he/she pays employee share of premiums through the agency.

Table 15–B Additional Procedures for Placements in Nonpay Status (Continued)

R U L E	A	B	C
	If Personnel Action Is	*And*	*Then*
5	LWOP approved under 5 U.S.C. 3373 (Assignment of Employee to State or Local Government) (see FPM ch. 334)	Employee elects to enroll in health benefits plan sponsored by the State or local government	Terminate enrollment by following instructions in Rule 2.
6		Employee wishes to retain FEGLI Coverage	Advise the employee that enrollment may continue as long as he/she pays his/her share of the premiums through the agency.
7	Suspension, Placement in Nonpay Status, Suspension, or LWOP or Furlough that is not described in Rules 1–6	Employee has health benefits coverage that he/she is eligible to continue. (See Reg 890.303 for information as to who may continue enrollment.)	Advise employee that coverage can continue for one year if he/she pays employee share of coverage. Payment can be made during period of nonpay status or upon return to duty. (See FPM Supp. 890–1 for more information.)
8		Employee has FEGLI coverage	Advise employee that coverage may continue for up to 12 months while employee is in nonpay status. No action is necessary to continue coverage.

NOTE:
The employee will have restoration rights upon return from military service to this position or a comparable position.

Table 15–C Documenting Placements in Nonpay/Nonduty Status

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
1	Furlough	The furlough is to enter on active military duty	473	Furlough-MIL	P9M	Reg 353.104	M72	Reason for furlough: (state reason)
2		The furlough is to enter into the armed forces as a reservist or as a member of the National Guard			VRM	5 U.S.C. 3551		
3	Furlough which extends one full pay period or longer	Is during a RIF notice period	472	Furlough NTE (date)	L9K	Reg 351.807		
4		The furlough is for more than 30 calendar days and not covered under Rules 1–3			PNM	Reg 351.603		
5		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		
6		Employee is a career appointee in the SES			QGL	Reg 359.801		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
7	Furlough which extends one full pay period or longer	The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. 75	472	Furlough NTE (date)	USM	(Cite Agency Reg authorizing furlough)	M72	Reason for furlough: (state reason)
8	Furlough for a time period not described in Rules 3–7 above (i.e., furlough which occurs during *parts* of one or more pay periods or furlough which is interrupted by days in pay and duty status)	Is during a RIF notice period	471	Furlough	L9K	Reg 351.807	◆ M72 and M73	Reason for furlough: (state reason) To be furloughed on (list dates), for total of (number) hours. ◆
9		Furlough is for more than 30 calendar days (or 22 work days a year when days on furlough are not continuous) and effected under RIF procedures			PNM	Reg 351.603		
10		Furlough is for 30 calendar days (or 22 work days a year when days on furlough are not continuous) or less and effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
11	Furlough for a time period not described in Rules 3–7 above (i.e., furlough which occurs during *parts* of one or more pay periods or furlough which is interrupted by days in pay and duty status)	Furlough is for 30 calendar days (or 22 work days a year when days on furlough are not continuous) or less and is effected under other than 5 U.S.C. 75	471	Furlough	USM	(Cite agency Reg authorizing furlough)	M72 and M73	Reason for furlough: (state reason) To be furloughed on (list dates), for total of (number) hours.
12		Employee is an SES career appointee			QGL	Reg 359.801		
13	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
14		Suspension is effected under agency procedures equivalent to 5 U.S.C. 75			VHJ	5 U.S.C. 75 EQ		

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

RULE	A	B	C	D	E	F	G	H
	If Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Required Remark Code Is	And Remark Is
15	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is not covered by Rule 13 or 14	452	Suspension-Indefinite	USM	(Enter Agency Reg authorizing suspension)	S49	Reason for suspension: (state reason)
16	Suspension for a specific period of time in excess of 30 calendar days (see Note 1)	Suspension is Directed by MSPB	450	Suspension NTE (date)	VAL	5 U.S.C. 1207a–OTD		
17		The suspension is taken in the interest of national security			V4K and ZEM	5 U.S.C. 7532–OTD and E.O. 10450		
18		Suspension which is not taken in the interest of national security is effected under 5 U.S.C. 75			VAH	5 U.S.C. 75–OTD		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A If Action Is	B And	C Then NOAC Is	D NOA Is	E Auth. Code Is	F Authority Is	G Required Remark Code Is	H And Remark Is
19	Suspension for a specific period of time in excess of 30 calendar days (see Note 1)	Suspension which is not taken in the interest of national security is effected under agency procedures which are equivalent to 5 U.S.C. 75	450	Suspension NTE (date)	VHK and USL	5 U.S.C. 75 EQ–OTD and (Enter Agency Reg authorizing suspension for more than 30 calendar days)	S49	Reason for suspension: (state reason)
20		Suspension is not covered by Rules 16–19			USL	(Enter Agency Reg authorizing suspension for more than 30 calendar days)		
21	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension is directed by MSPB			VAM	5 U.S.C. 1207a		
22		The suspension is taken in the interest of national security			V4J and ZEM	5 U.S.C. 7532 and E.O. 10450		

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Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
23	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension not taken in the interest of national security is for 1–14 calendar days and is effected under 5 U.S.C. 75	450	Suspension NTE (date)	V9J	5 U.S.C. 75 NAR	S49	Reason for suspension: (state reason)
24		Suspension not taken in the interest of national security is for 1–14 calendar days and is effected under agency procedures which are equivalent to 5 U.S.C. 75			VPJ and USM	5 U.S.C. 75 NAR EQ and (Enter Agency Reg)		
25		Suspension for 15–30 days (not taken in interest of national security) is effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

RULE	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
26	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension for 15–30 days not taken in interest of national security is effected under agency procedures which are equivalent to 5 U.S.C. 75	450	Suspension NTE (date)	VHJ and USM	5 U.S.C. 75 EQ and (Enter Agency Reg)	S49	Reason for suspension: (state reason)
27		Suspension is not covered by Rules 21–26			USM	(Enter Agency Reg authorizing suspension)		
28	Leave without pay (LWOP)	LWOP is for assignment (temporary) to a State or local government or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
29		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or over (See Note 2.)			QCM	Reg 353.105	N10	To (or expected to) be paid under 5 U.S.C. 81.

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

RULE	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
30	Leave without pay (LWOP)	LWOP is for more than 30 calendar days during a RIF notice period	460	LWOP NTE (date)	L9K	Reg 351.807		
31		LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position.			GLK	FPM Supp. 990-2, Book 630, S12-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
32		LWOP, which is not covered by Rules 28-31, is scheduled to exceed 30 calendar days.			GLM	FPM Supp. 990-2 Book 630, S12		
33	Sick leave after his/her disability retirement application has been approved by OPM	Use of sick leave is expected to exceed 30 calendar days	462	LWP NTE (date)	GFM	FPM Supp. 831-1, S10-11a		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
34	Sick leave when employee has to retire because of ill health, meets age and length of service requirements for optional retirement and has submitted an SF 2801 (See Note 3.)	Use of sick leave is expected to exceed 30 calendar days	462	LWP NTE (date)	R4M	Reg 630.401		
35	Sabbatical		480	Sabbatical NTE (date)[4]	V3M	5 U.S.C. 3396 (c) (1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
36	Placement in Nonpay Status	Seasonal or on-call employee moves into nonpay and nonduty status at the end of a peak workload period	430	Placement in Nonpay Status	CUL	FPM chapter 340	M71	Reason for placement in nonpay status:

NOTES:

[1] In counting days to determine length of suspension and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, *not* workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)".

[2] Rule 29 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. 81, subchapter I.

[3] Agency must have received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.

[4] Because an employee on Sabbatical is still in pay status, there is no need for an "RTD" action to be processed at the end of the Sabbatical.

Table 15–D. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status

R U L E	A	B	C
	If	*Then Use Remark Code*	*And Remark*
1	Action for employee who is on full-time or part-time work schedule is LWOP, Furlough, Suspension, or Placement in Nonpay Status	G–33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of six months of nonpay time per calendar year.
2	Action for employee who has FEGLI coverage is LWOP, Furlough, Suspension or Placement in Nonpay Status	B–39	FEGLI coverage continues for up to 12 months in a nonpay status.
◆3	LWOP, Furlough, Suspension, Furlough, or Placement in Nonpay Status action is for a Schedule B "coop" employee in an OPM-approved career-related work-study program who is expected to be in pay status at least 1/3 of the time from appointment to completion of program.	B–41	Health benefits coverage will continue as long as you participate in the work-study program if you pay the employee's share of costs. Payment should be made to agency, either when you return to duty, or during your nonpay status. ◆
4	Employee ◆ (who is not covered by Rule 3 above) ◆ is entitled to retain health benefits coverage while on LWOP, Furlough, Suspension or Placement in Nonpay Status (See FPM Supp. 890–1.)	B–40	Health benefits coverage will continue for up to 365 days in nonpay status if you pay the employee's share of costs. Payment should be made to agency, either when you return to duty, or during your nonpay status.

#16 Return to Duty from Nonduty Status

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code for Required Remarks Are (See Note 3)*
1	Career Executive Assignment	Selection is made under competitive procedures		713	Chg to Lower Grade	H6M	Reg 305.505 Comp	K12
2		Action is a result of reduction-in-force				PNM and H4M	Reg 351.603 and Reg 305.505	
3		Action is a result of employee's position being reclassified	Is taken under procedures of 5 USC 75			JAM and VAJ	Reg 305.505 Reclass and 5 USC Ch 75	
4		Action is an exception to competitive selection procedures as described in FPM 335				H8M	Reg 305.505 Other Except to Comp	
5		Action is ordered by Merit Systems Protection Board				VAM	5 USC 1207a	

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes for Required Remarks Are (See Note 4)*
6	Career Executive Assignment	Employee is entitled to grade retention under 5 USC 5362	Action is to return employee to his/her regular position after a Promotion NTE to a grade higher than his/her retained grade	713	Chg to Lower Grade	H4M	Reg 305.505	K16, X37, and X45
7		◆ Employee is not entitled to grade retention under 5 USC 5362 ◆	◆ Action is to return employee to his/her regular position after a promotion NTE ◆			H4M	Reg 305.505	K16
8		Action is result of unacceptable or unsatisfactory performance	Is processed under Part 432, CS Regs			QGM	Reg 432.201	
9			Is processed under agency regulations which are equivalent to Part 432, CS Regs			QHM	Reg 432.201 Eq	

Table 14-M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes For Required Remarks Are (See Note 3)*
10	Career Executive Assignment		Action is not covered by Rules 8 and 9	713	Chg to Lower Grade	U2M	(Cite agency Reg authorizing Change to Lower Grade because of performance)	
11		Results from action which is not covered by Rules 1–10	Is processed under adverse action procedures of part 752, CS Regs			VAJ and H4M	5 USC 75 and Reg 305.505	
12			Is not covered by Rule 11			H4M	Reg 305.505	
13	Noncareer Executive Assignment	Action is ordered by Merit Systems Protection Board				VAM	5 USC 1207a	
14		Employee is entitled to grade retention under 5 USC 5362	Action is to return employee to his/her regular position after a Promotion NTE to a grade higher than his/her retained grade			JYM	Reg 305.601	K16, X37, and X45

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Code For Required Remarks Are (See Note 3)*
15	Noncareer Executive Assignment	Action is to return employee to his/her regular position after a Promotion NTE	Employee is not entitled to grade retention under 5 USC 5362	713	Chg to Lower Grade	JYM	Reg 305.601	K16
16		Action is result of unacceptable or unsatisfactory performance	Is processed under Part 432, CS Regs			QGM	Reg 432.201	
17			Is processed under agency regulations which are equivalent to Part 432, CS Regs			QHM	Reg 432.201 Eq	
18			Action is not covered by Rules 16 and 17			U2M	(Cite agency reg authorizing Change to Lower Grade because of performance)	
19		Action is a result of reduction-in-force				PNM and JYM	Reg 351.603 and Reg 305.601	

Table 14–M Processing Changes to Lower Grade Under the Executive Assignment System (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If The Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is (See Note 2)*	*Codes for Required Remarks Are (See Note 3)*
20	Noncareer Executive Assignment	Results from action not covered by Rules 13–19	Is under adverse action procedures of Part 752, CS Regs	713	Chg to Lower Grade	VAJ and JYM	5 USC 75 and Reg 305.601	
21			Is under agency procedures equivalent to Part 752, CS Regs			VHJ and JYM	5 USC 75 ♦ Eq ♦ and Reg 305.601	
22			Is not covered by Rules 20 and 21			JYM	Reg 305.601	

NOTES:

[1] If action results in employee becoming entitled to grade retention under 5 USC 5362, use table 14–P.

[2] *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. When used, *ZLM* should be cited immediately after the authority or authorities required by this table.

If the action is being taken under delegation agreement between the agency and OPM, *BWM: OPM Delegation Agr* should be cited following the authorities required by this table and *ZLM*, if used.

If OPM Form 1390 was obtained for the action, also include with the authorities *AWM: OPM Form 1390 dated (date)*. When used, *AWM* should be the last authority cited.

[3] See table 14–R to translate codes into actual remarks.

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Table 14–N Position Change Actions in the Competitive Service (Excluding the Career Executive Assignment System)

R U L E	A	B	C	D	E	F	G
	If Basis For Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes For Required Remarks Are (See Note 4)*
1	When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of reorganization or reclassification decision that management has announced in writing.	Action is the initial demotion	740	Psn Chg	N2M and RJM	Reg 335.102 and Reg 536.103(b)	X37, X61, and X45
2		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
3	Change in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Action is the initial demotion			N2M and VQJ	Reg. 335.102 and 5 U.S.C. 5362(b)	X37, X61, and X45
4		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
5	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion			PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
6		Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14–N Position Change Actions in the Competitive Service (Excluding the Career Executive Assignment System) (Continued)

RULE	A *If Basis For Action Is*	B *And*	C *Then NOAC Is*	D *NOA Is*	E *Auth Code Is*	F *Auth Is*	G *Codes For Required Remarks Are (See Note 4)*
7	Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and no new or additional entitlement to grade retention results)	Change is on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	N2M	Reg. 335.102	X37, X61, and X45
8		Action is without time limitation	740	Psn Chg			
9	Employee who is on grade retention moves back to a position at his/her retained grade (See Note 3)						X36
10		Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See Table 14–R to translate codes into actual remarks.

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
1	When Head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing.	Assignment can be made under same authority as was used for employee's appointment	Action is the initial demotion	740	Psn Chg	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt) and RJM	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) and Reg 536.103(b)	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion			KBM and RJM	Reg 307.106 and Reg 536.103(b)	X37, X61 and X45
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
5	When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing.	Assignment is of an employee serving under the ◆ Panama ◆ Canal ◆ Employment ◆ System on a CA Career Conditional or Career Appointment	Action is the initial demotion	740	Psn Chg	◆ TVK and TCK ◆	◆ 35 CFR 253.46 and 35 CFR 251.42(b) ◆	X37, X61 and X45
6			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
7	Change (made without time limitation) in employee's grade as a result of position reclassification which entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment can be made under same authority as was used for employee's appointment	Action is the initial demotion			(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt) and VQJ	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X61 and X45
8			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
9	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion	740	Psn Chg	KBM and VQJ	Reg 307.106 and 5 U.S.C. 5362(b)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
11	◆ Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 35 CFR 251.42(b) (See Note 1) ◆	Assignment is of an employee serving under the ◆ Panama Canal Employment ◆ System on a CA Career Conditional or CA Career Appointment	Action is the initial demotion			◆ TVK and TCK ◆	◆ 35 CFR 253.46 and 35 CFR 251.42(b) ◆	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
13	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
14		Action is a subsequent demotion during retention period						X37, X38, X61, and X45
15	Position change to grade below employee's retained grade (when no new or additional entitlement to grade retention results)	Assignment can be made under same authority as was used for employee's appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X37, X61, and X45
16			The change is without limitation	740	Psn Chg			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
9	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 5 U.S.C. 5362(b) (See Note 1)	Assignment is of an employee who is serving under the VRA authority	Action is the initial demotion	740	Psn Chg	KBM and VQJ	Reg 307.106 and 5 U.S.C. 5362(b)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
11	Change (made without time limitation) in employee's grade as a result of position reclassification that entitles employee to grade retention under 35 CFR 251.42(b) (See Note 1)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career-Conditional or CA Career Appointment	Action is the initial demotion			TVK and TCK	35 CFR 253.46 and 35 CFR 251.42(b)	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
13	Position change resulting from RIF that entitles employee to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
14		Action is a subsequent demotion during retention period						X37, X38, X61, and X45

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

RULE	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
15	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment can be made under same authority as was used for employee's appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X37, X61, and X45
16			The change is without limitation	740	Psn Chg			

Table 14-O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A *If Basis For Action Is*	B *And*	C *And*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Auth Is*	H *Codes for Required Remarks Are (See Note 4)*
17	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment is of an employee who is serving under the VRA authority	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	KBM	Reg 307.106	X37, X61, and X45
18			The change is made without time limitation	740	Psn Chg			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
19	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated (and ◆ no new or additional entitlement to grade retention results)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career-Conditional or CA Career Appointment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	TVK	35 CFR 253.46	X37, X61, and X45
20			The change is made without time limitation	740	Psn Chg			

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Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks ◆ Are (See Note 4)*
21	◆ Employee who is on grade retention moves back to a position at his/her retained grade ◆ (See Note 3)	Assignment can be made under same authority as was used for employee's appointment	Action is without time limitation	740	Psn Chg	(Same Schedule A, B, C, statutory, or regulatory auth code as was used for the appt)	(Same Schedule A, B, C, statutory, or regulatory authority as was used for the appt)	X36
22			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			
23		Assignment is of an employee who is serving under the VRA authority	Action is without time limitation	740	Psn Chg	KBM	Reg 307.106	X36
24			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

Table 14–O Position Change Actions in the Excepted Service (Excluding the Career Executive Assignment System) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
25	Employee who is on grade retention moves back to a position at his/her/ retained grade (See Note 3)	Assignment is of an employee serving under the Panama Canal Employment System on a CA Career Conditional or Career Appointment	Action is without time limitation	740	Psn Chg	TVK	35 CFR 253.46	X36
26			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See table 14–R to translate codes into actual remarks.

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Table 14–P Position Changes Under the Executive Assignment System

RULE	A *If Basis for Action Is*	B *And Employee Is*	C *And*	D *Then NOAC Is*	E *NOA Is*	F *Auth Code Is*	G *Auth Is*	H *Codes for Required Remarks Are (See Note 4)*
1	◆ When head of agency authorizes grade retention because employee is or might be reduced in grade as a result of a reorganization or reclassification decision which management has announced in writing. ◆	Serving on a Career Executive Assignment	Action is the initial demotion	740	Psn Chg	H4M and ◆ RJM ◆	Reg 305.505 ◆ and Reg 536.103(b) ◆	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Serving on a Noncareer Executive Assignment	Action is the initial demotion			JYM and ◆ RJM ◆	Reg 305.601 ◆ and Reg 536.103(b) ◆	X37, X61, and X45
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
5	Position change resulting from RIF which entitles employee to grade retention under 5 USC 5362(a)	Serving on a Career Executive Assignment	Action is the initial demotion			PNM and VMJ	Reg 351.603 and 5 USC 5362 (a)	X37, X61 and X45
6			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14–P Position Changes Under the Executive Assignment System (Continued)

RULE	A If Basis for Action Is	B And Employee Is	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes for Required Remarks Are (See Note 4)
7	Position change resulting from RIF which entitles employee to grade retention under 5 USC 5362(a)	Serving on a Noncareer Executive Assignment	Action is the initial demotion	740	Psn Chg	PNM and VMJ	Reg 351.603 and 5 USC 5362(a)	X37, X61 and X45
8			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
9	Change in employee's grade as result of position reclassification which entitles employee to grade retention under 5 USC 5362(b) (See Note 1)	Serving on a Career Executive Assignment	Action is the initial demotion			H4M and VQJ	Reg 305.505 and 5 USC 5362 (b)	X37, X61 and X45
10			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
11		Serving on a Noncareer Executive Assignment	Action is the initial demotion			JYM and VQJ	Reg 305.601 and 5 USC 5362(b)	X37, X61 and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45

Table 14–P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
13	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed to lower grade" to a position at a grade below his/her *retained* grade when grade retention is not terminated ◆ (and no new or additional grade retention results)	Serving on a Career Executive Assignment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	H4M	Reg 305.505	X37, X61, and X45
14			The change is made without time limitation	740	Psn Chg			
15		Serving on a Noncareer Executive Assignment	The change is made on a temporary or time-limited basis (See Note 2)	741	Psn Chg NTE (date)	JYM	Reg 305.601	X37, X61, and X45

Table 14-P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
16	◆ Employee who is already on grade retention is "promoted," "reassigned," or "changed lower grade" to a position at a grade below his/her ◆ *retained* grade when grade retention is not terminated (and no new or additional grade retention results)	Serving on a Noncareer Executive Assignment	The change is made without time limitation	740	Psn Chg	JYM	Reg 305.601	X37, X61, and X45

Table 14–P Position Changes Under the Executive Assignment System (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis For Action Is	*And Employee Is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Auth Is*	*Codes for Required Remarks Are (See Note 4)*
17	◆ Employee who is on grade retention moves back to a position at his/her retained grade ◆ (See Note 3)	Serving on a Career Executive Assignment	Action is without time limitation	740	Psn Chg	H4M	Reg 305.505	X36
18			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			
19		Serving on a Noncareer Executive Assignment	Action is without time limitation	740	Psn Chg	JYM	Reg 305.601	X36
20			Action is on a temporary or time-limited basis	741	Psn Chg NTE (date)			

NOTES:

[1] Use NOA/NOAC 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.

[2] A temporary assignment to a position at the *same grade* as that of the position the employee occupies should be processed as a 730/Detail.

[3] When employee is moved to a position at a grade higher than his/her retained grade, the action should be processed as a 702/Promotion or 703/Promotion NTE (date).

[4] See table 14–R to translate codes into actual remarks.

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Table 14–Q Remarks Required in Special Situations (Use as many remarks as are applicable)

RULE	A *If The Employee*	B *And*	C *Then Code For Remark Is (See Note)*
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02
3	Cancelled health benefits enrollment		B01
4	Is occupying a successor position in the competitive service	The grade or series of his/her position is being changed by reclassification of substantially the same duties	K19
5	Is entitled to a retained (or saved) rate of pay	Under an authority *other than* 5 CFR. Part 536	P17
6	◆ Has had retained (or saved) rate of pay ◆	The action will terminate retained (or saved) rate of pay	X42
7	◆ Is being promoted ◆	Action results in termination of grade retention entitlement	X36
8	Will have salary set on the basis of a higher rate he/she earned previously		P01
9	Is eligible to receive a step increase (WGI) on the effective date of the action	Both actions will be processed on the same SF 50 (rather than on separate ones)	P02
10	Is being placed in a General Schedule position where he/she will supervise prevailing rate employees	Employee's rate of pay is being adjusted so he/she will be paid at a higher rate than the employees he/she supervises	P07
11	Is being placed in a position under which he/she will be subject to 7 1/2% CSR deduction.		B05
12	Qualifies for the position based *only* upon a OPM-approved training agreement	The action places the employee directly into the target occupation	E36
13	Has satisfactorily completed training prescribed under an OPM-approved agreement which placed employee directly into the target occupation		E37

Table 14–Q Remarks Required in Special Situations (Use as many remarks as are applicable)

R U L E	A *If The Employee*	B *And*	C *Then Code For Remark Is (See Note)*
14	Has his/her position title, series, or grade changed	Change is a result of a position survey	K27
15		Change is a result of a change in classification standards	K23
16	Requests a reassignment to a position with less promotion potential		M20
17	Is being repromoted to a grade or position from which he/she was downgraded	The downgrade was not from personal cause nor at the employee's request	K17
18	Is in the Excepted Service	Has been selected for the position to which he/she is moving under an agency Merit Promotion or Merit Staffing Program	K12
19	Was selected for reassignment without regard to agency's Merit Staffing and Merit Promotion requirements	Position for which selected has no known promotion potential	K18
20	Has been serving on a Promotion NTE		K16
21	Has been serving on a Detail NTE		K39
22	Has been serving on a Position Change NTE		K50
23	Moves to a position for which a special rate of pay has been established under Part 530C, CS Regs, for recruitment and retention		P05
24	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
25		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44

Table 14–Q Remarks Required in Special Situations (Use as many remarks as are applicable)

R U L E	A *If The Employee*	B *And*	C *Then Code For Remark Is (See Note)*
26	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
27	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X36 and X49
28		Pay retention entitlement is terminated	X42 and X49
29	Requests a change to lower grade	Action results in termination of grade retention benefits	X36 and M20
30		Action results in termination of pay retention benefits	X42 and M20
31			M20
32	Is entitled to grade retention under 5 U.S.C. 5362.	Retained grade is equivalent to the one actually held prior to reduction which entitled employee to grade retention	X35
33	Is entitled to pay retention under 5 U.S.C. 5363.	Salary is 150% of maximum rate of grade to which assigned.	◆ X41 ◆
34			◆ X40 ◆
35	Is detailed	To an unclassified position.	K45
36		To a State or local government or educational institution under the Intergovernmental Personnel Act (IPA)	K46
37		To an international organization.	K47

NOTE:
See table 14–R to translate codes into actual remarks.

Table 14-R Codes and Corresponding Remarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail)

R U L E	A *If Code Is*	B *Then The Remark Is*
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	B05	Employee became subject to 7 1/2% CSR deduction effective (date).
4	E36	Qualified for this position only under OPM-approved training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
5	E37	Satisfactorily completed training prescribed under OPM-approved training agreement. Meets basic qualifications for other positions in this series.
6	E44	Probationary period for supervisory (or managerial) position not required.
7	E45	Probationary period for supervisory (or managerial) position completed.
8	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
9	G30	Intermittent employment totalled (number) days in pay status from (date) to (date).
10	K12	Selected from (cite the number of the agency's Merit Promotion Certificate or list of eligibles) dated (date).
11	K13	Removes temporary limitation placed on the last action.
12	K16	From Promotion NTE (date).
13	K17	Repromoted to a higher grade or position from which downgraded without personal cause and not at employees request.
14	K18	Position has no known promotion potential.
15	K19	Successor position—employee retained in competitive service.
16	K23	Result of change in classification standards.
17	K26	Result of additional duties and responsibilities.
18	K27	Result of position review.
19	K39	From Detail NTE (date).

Table 14-R Codes and Corresponding Reamarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail) (Continued)

RULE	A If Code Is	B Then The Remark Is
20	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
21	K45	Detailed to unclassified position.
22	K46	Detailed to (enter name of State, local government, or educational institution) under the Intergovernmental Personnel Act (IPA).
23	K47	Detailed to (enter name of international organization).
24	K50	From Position Change NTE (date).
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan, grade, rate).
27	P02	Pay rate fixed to include a rate increase due on same date.
28	P05	Special rate under 5 USC 5303.
29	P07	Pay rate authorized under Reg 531.305—supervises prevailing rate employees paid (rate) per annum.
30	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan, grade and step).
31	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
32	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
33	X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
34	X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
35	X40	Employee is entitled to pay retention.
36	X41	Salary is 150% of maximum rate of grade to which assigned.

Table 14–R Codes and Corresponding Reamarks (Promotion, Change-to-Lower Grade, Reassignment, Position Change and Detail) (Continued)

R U L E	A *If Code Is*	B *Then The Remark Is*
37	X42	Pay retention entitlement terminated.
38	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
39	X49	Change to lower grade is for personal cause.
40	X61	Retained grade will not be used for purposes of reduction-in-force.

#15 Placement in Nonpay or Nonduty Status

Subchapter 15. Placement in Nonpay or Nonduty Status

Contents

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- 15–B Additional Procedures for Placements in Nonpay Status
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◆ *For related information on*	*See*
Effect of nonpay time on—	
Career tenure waiting period	Chapter 315, S2–4
Initial appointment probationary period	Chapter 315, Appendix A
Within Grade Increase (WGI) for General Schedule (GS) employee	Supplement 990–2, Book 531, S4–4
Within Grade Increase for Prevailing Rate (wage) employee	Supplement 532–1, S8–5
Service Computation Date (SCD) for leave accrual and for reduction-in-force (RIF)	Supplement 296–33, subch. 6
FEGLI	Supplement 870–1, S2–7
Furlough	Chapter 351, S3–3, and Chapter 752, subch. 3
Health Benefits	Supplement 890–1 and 5 C.F.R. 890.303(e), 890.501, and 890.502
LWOP—granting of LWOP	Supplement 990–2, Book 630, subch. 12
LWOP to accept Intergovernmental Personnel Act (IPA) assignment	Chapter 334
Seasonal employment	5 C.F.R. 340, Part C
Sabbatical for SES employees	5 U.S. Code, 3396(c)(1)
Suspension	Chapter 752, subchs. 2 and 3 ◆

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Subchapter 15. Placement in Nonpay or Nonduty Status

S15-1. Coverage.

This subchapter covers furloughs, suspensions, placements in leave without pay (LWOP) status, placements in leave with pay (LWP) status pending retirement, placements of seasonal and on-call employees in nonpay and nonduty status at the end of a peak workload period, and sabbaticals for employees in the Senior Executive Service.

It does not cover:

—Recording of time in nonpay status at the end of a calendar year (when time in a nonpay status exceeds six months during a calendar year). (See subchapter 25 for instructions.)

—An employee using annual or sick leave when pending disability or voluntary retirement is not involved. (No personnel action is required to document use of annual leave or use of sick leave *except* when the employee is using up leave after approval of his/her retirement application.)

—Recording of absence without leave (AWOL) that is a nonpay status for which the employee did not receive approval. SF 50 is not required to document AWOL.

S15-2. Definitions.

a. *Furlough* is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, upon employee's entering the U.S. military service or similar organization, or for other nondisciplinary reasons.

b. *Suspension* is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. It includes placing an employee in a nonpay status without his/her consent pending the approval by OPM of a disability retirement application filed *by the agency.*

c. *LWOP* is a temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request.

d. *LWP* is the placement of an employee on extended sick leave following the approval of a retirement application.

e. *Seasonal employee* is one who works on an annual recurring or on-call basis and for less than 2,080 hours per year.

f. *Sabbatical* is an absence from duty, without charge to leave, that an agency may grant to an SES career appointee to engage in study or uncompensated work experience.

◆ S15-3. Selection of Legal Authority.

a. *Meaning of "equivalent to CS Regs."* For some actions covered by this subchapter, the legal authority you place on the action will depend upon whether the action is being taken under Civil Service laws or regulations, under agency procedures that are similar or equivalent to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under "5 U.S.C. 75" (chapter 75 of title 5 of the U.S. Code, "Adverse Actions"), under agency procedures that are equivalent to 5 U.S.C. 75 ("5 U.S.C. 75 Eq"), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulatons, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow—ones that are similar to or equivalent to the Civil Service procedures, or your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. YOU CANNOT DETERMINE THE CORRECT AUTHORITY WITHOUT KNOWING THE PROCEDURES BEING USED TO EFFECT THE ACTION.

b. *Actions for Which the Agency Must Select the Authority.* For some actions covered by this subchapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, the agency regulation or the agency manual or code of conduct reference should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(3) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (2) above, show in the authority block on the SF 52/50 "5 U.S.C. 302", ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE. (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) It should be cited *only* when no other authority is appropriate for the action being processed, and its use for separation actions should be *very rare*. ◆

S15-4. Instructions.

a. Issue an SF 50 for:

(1) LWOP of 80 hours or more granted because of an on-the-job illness or on-the-job injury;

(2) LWOP, not described in (1) above, that is scheduled for more than 30 days;

(3) LWP that is scheduled for more than 30 days;

(4) Suspension that is scheduled for one day or more;

(5) Furlough that is scheduled for one day or more;

(6) Placement in Nonpay Status actions for seasonal and on-call employees at the end of a peak workload period.

b. Compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

c. Use table 15-A to identify actions necessary when an employee is placed in a nonpay or nonduty status. Follow instructions in that table.

d. Use table 15-C to select NOA/NOAC, authority code, and authority and put them in blocks of SF 52.

e. Use table 15-D to select additional remarks that may be needed.

f. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3. When suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "Suspension to be imposed on Monday-Wednesday of each week for a total of 45 days."

g. Follow your agency's instructions to obtain approval signature in block 38 of SF 52.

h. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

i. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

j. Enter or update not-to-exceed date of action in the service record system, on the SF 7 card, and in any other tickler system your agency uses.

k. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agen-

cy's instructions to dispose of those not filed in the OPF.

l. If employee is a member or former member of the uniformed services who is subject to pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for addresses of the pay centers.) When the employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

m. Distribute SF 50 copies as follows:

  (1) Employee Copy—send to employee in accordance with your agency's instructions.

  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

  (3) OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM Supplement 298-1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

  (4) OPF Copy—file on permanent (right) side of employee's Office Personnel Folder.

  (5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

Table 15–A Steps in Processing Placements in Nonpay and/or Nonduty Status

R U L E	A *If Personnel Action Is*	B *And Nonpay and/or Nonduty Status Will Last*	C *Then*	D *And*
1	Suspension, Furlough, or Placement in Nonpay Status	Less than 7 consecutive days	Go to tables 15–B and –C	
2		7 consecutive days or more	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C
3	Leave Without Pay (LWOP) *except* when granted to an injured or disabled employee	Less than 7 consecutive days	No action is needed	
4		7 to 30 calendar days	Prepare SF 8 (See Notes 1 and 2.)	
5		Over 30 calendar days	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C (See Note 2)
6	Leave Without Pay (LWOP) when granted to an *injured or disabled employee*	Less than 7 consecutive days	No action is needed	
7		Over 7 consecutive days but less than 80 hours	Prepare SF 8 (See Note 1.)	
8		80 hours or more	Prepare SF 8 (See Note 1.)	Go to tables 15–B and –C
9	Leave with Pay (LWP) (pending retirement)	Over 30 calendar days	Go to table 15–C	
10	Sabbatical for an SES employee		Go to table 15–C	

NOTES:

[1] SF 8, Notice to Employee About Unemployment Insurance, must be given to employee on or before effective date of action (see FPM chapter 850). Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. If the personnel office is not responsible for the form, notify the office that is responsible.

[2] If LWOP was originally scheduled for 30 days or less, but extends longer than 30-day period, issue SF 50 giving date LWOP began as the effective date and transmit data to OPM.

Table 15–B Additional Procedures for Placements in Nonpay Status

RULE	A	B	C
	If Personnel Action Is	*And*	*Then*
1	Furlough to enter active duty military service		Identify and flag in your agency's service record system the position in which employee is being carried on the rolls and paid (see Note).
			Ask the employee if he/she has received information about restoration rights after leaving military service. If not, refer him/her to the appropriate Specialist.
			Advise employee he/she may be paid for unused annual leave or credit it against his/her return. Ask the employee to put the decision in writing.
2		Employee is enrolled in a health benefits plan	Issue SF 2810, following procedures in FPM Supp. 890–1, to terminate enrollment on day placed in nonpay status.
			Give enrollee copy of SF 2810 to employee. Advise employee that, on back of enrollee copy of SF 2810, there is an application on which the employee may apply for conversion to a nongroup health benefits contract (FPM Supp. 890–1 has more information re: health benefits coverage for employee in nonpay status).
3		Employee has FEGLI coverage	Complete SF 2819, Notice of Conversion Privilege, to terminate enrollment on day preceding one on which employee enters military service.
			Give SF 2819 to employee (include on SF 2819 date on which it was issued and name and mailing address of issuing agency).
4	LWOP approved under 5 U.S.C. 3373 (Assignment of Employee to State or Local Government) (see FPM ch. 334)	Employee wishes to retain enrollment in the Federal Employees' Health Benefits Program	Advise that enrollment may be retained as long as he/she pays employee share of premiums through the agency.

Table 15–B Additional Procedures for Placements in Nonpay Status (Continued)

RULE	A	B	C
	If Personnel Action Is	*And*	*Then*
5	LWOP approved under 5 U.S.C. 3373 (Assignment of Employee to State or Local Government) (see FPM ch. 334)	Employee elects to enroll in health benefits plan sponsored by the State or local government	Terminate enrollment by following instructions in Rule 2.
6		Employee wishes to retain FEGLI Coverage	Advise the employee that enrollment may continue as long as he/she pays his/her share of the premiums through the agency.
7	Suspension, Placement in Nonpay Status, Suspension, or LWOP or Furlough that is not described in Rules 1–6	Employee has health benefits coverage that he/she is eligible to continue. (See Reg 890.303 for information as to who may continue enrollment.)	Advise employee that coverage can continue for one year if he/she pays employee share of coverage. Payment can be made during period of nonpay status or upon return to duty. (See FPM Supp. 890–1 for more information.)
8		Employee has FEGLI coverage	Advise employee that coverage may continue for up to 12 months while employee is in nonpay status. No action is necessary to continue coverage.

NOTE:
The employee will have restoration rights upon return from military service to this position or a comparable position.

Table 15-C Documenting Placements in Nonpay/Nonduty Status

RULE	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
1	Furlough	The furlough is to enter on active military duty	473	Furlough-MIL	P9M	Reg 353.104	M72	Reason for furlough: (state reason)
2		The furlough is to enter into the armed forces as a reservist or as a member of the National Guard			VRM	5 U.S.C. 3551		
3	Furlough which extends one full pay period or longer	Is during a RIF notice period	472	Furlough NTE (date)	L9K	Reg 351.807		
4		The furlough is for more than 30 calendar days and not covered under Rules 1–3			PNM	Reg 351.603		
5		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		
6		Employee is a career appointee in the SES			QGL	Reg 359.801		

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
7	Furlough which extends one full pay period or longer	The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. 75	472	Furlough NTE (date)	USM	(Cite Agency Reg authorizing furlough)	M72	Reason for furlough: (state reason)
8	Furlough for a time period not described in Rules 3–7 above (i.e., furlough which occurs during *parts* of one or more pay periods or furlough which is interrupted by days in pay and duty status)	Is during a RIF notice period	471	Furlough	L9K	Reg 351.807	◆ M72 and M73	Reason for furlough: (state reason) To be furloughed on (list dates), for total of (number) hours. ◆
9		Furlough is for more than 30 calendar days (or 22 work days a year when days on furlough are not continuous) and effected under RIF procedures			PNM	Reg 351.603		
10		Furlough is for 30 calendar days (or 22 work days a year when days on furlough are not continuous) or less and effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
11	Furlough for a time period not described in Rules 3–7 above (i.e., furlough which occurs during *parts* of one or more pay periods or furlough which is interrupted by days in pay and duty status)	Furlough is for 30 calendar days (or 22 work days a year when days on furlough are not continuous) or less and is effected under other than 5 U.S.C. 75	471	Furlough	USM	(Cite agency Reg authorizing furlough)	M72 and M73	Reason for furlough: (state reason) To be furloughed on (list dates), for total of (number) hours.
12		Employee is an SES career appointee			QGL	Reg 359.801		
13	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
14		Suspension is effected under agency procedures equivalent to 5 U.S.C. 75			VHJ	5 U.S.C. 75 EQ		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

RULE	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
15	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is not covered by Rule 13 or 14	452	Suspension-Indefinite	USM	(Enter Agency Reg authorizing suspension)	S49	Reason for suspension: (state reason)
16	Suspension for a specific period of time in excess of 30 calendar days (see Note 1)	Suspension is Directed by MSPB	450	Suspension NTE (date)	VAL	5 U.S.C. 1207a–OTD		
17		The suspension is taken in the interest of national security			V4K and ZEM	5 U.S.C. 7532–OTD and E.O. 10450		
18		Suspension which is not taken in the interest of national security is effected under 5 U.S.C. 75			VAH	5 U.S.C. 75–OTD		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

RULE	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
19	Suspension for a specific period of time in excess of 30 calendar days (see Note 1)	Suspension which is not taken in the interest of national security is effected under agency procedures which are equivalent to 5 U.S.C. 75	450	Suspension NTE (date)	VHK and USL	5 U.S.C. 75 EQ–OTD and (Enter Agency Reg authorizing suspension for more than 30 calendar days)	S49	Reason for suspension: (state reason)
20		Suspension is not covered by Rules 16–19			USL	(Enter Agency Reg authorizing suspension for more than 30 calendar days)		
21	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension is directed by MSPB			VAM	5 U.S.C. 1207a		
22		The suspension is taken in the interest of national security			V4J and ZEM	5 U.S.C. 7532 and E.O. 10450		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A If Action Is	B And	C Then NOAC Is	D NOA Is	E Auth. Code Is	F Authority Is	G Required Remark Code Is	H And Remark Is
23	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension not taken in the interest of national security is for 1–14 calendar days and is effected under 5 U.S.C. 75	450	Suspension NTE (date)	V9J	5 U.S.C. 75 NAR	S49	Reason for suspension: (state reason)
24		Suspension not taken in the interest of national security is for 1–14 calendar days and is effected under agency procedures which are equivalent to 5 U.S.C. 75			VPJ and USM	5 U.S.C. 75 NAR EQ and (Enter Agency Reg)		
25		Suspension for 15–30 days (not taken in interest of national security) is effected under 5 U.S.C. 75			VAJ	5 U.S.C. 75		

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
26	Suspension for a specific period of time for 30 calendar days or less (see Note 1)	Suspension for 15–30 days not taken in interest of national security is effected under agency procedures which are equivalent to 5 U.S.C. 75	450	Suspension NTE (date)	VHJ and USM	5 U.S.C. 75 EQ and (Enter Agency Reg)	S49	Reason for suspension: (state reason)
27		Suspension is not covered by Rules 21–26			USM	(Enter Agency Reg authorizing suspension)		
28	Leave without pay (LWOP)	LWOP is for assignment (temporary) to a State or local government or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
29		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or over (See Note 2.)			QCM	Reg 353.105	N10	To (or expected to) be paid under 5 U.S.C. 81.

Table 15–C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
30	Leave without pay (LWOP)	LWOP is for more than 30 calendar days during a RIF notice period	460	LWOP NTE (date)	L9K	Reg 351.807		
31		LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position.			GLK	FPM Supp. 990–2, Book 630, S12-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
32		LWOP, which is not covered by Rules 28–31, is scheduled to exceed 30 calendar days.			GLM	FPM Supp. 990–2 Book 630, S12		
33	Sick leave after his/her disability retirement application has been approved by OPM	Use of sick leave is expected to exceed 30 calendar days	462	LWP NTE (date)	GFM	FPM Supp. 831–1, S10–11a		

Table 15-C Documenting Placements in Nonpay/Nonduty Status (Continued)

R U L E	A	B	C	D	E	F	G	H
	If Action Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*	*Required Remark Code Is*	*And Remark Is*
34	Sick leave when employee has to retire because of ill health, meets age and length of service requirements for optional retirement and has submitted an SF 2801 (See Note 3.)	Use of sick leave is expected to exceed 30 calendar days	462	LWP NTE (date)	R4M	Reg 630.401		
35	Sabbatical		480	Sabbatical NTE (date)[4]	V3M	5 U.S.C. 3396 (c) (1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
36	Placement in Nonpay Status	Seasonal or on-call employee moves into nonpay and nonduty status at the end of a peak workload period	430	Placement in Nonpay Status	CUL	FPM chapter 340	M71	Reason for placement in nonpay status:

NOTES:

[1] In counting days to determine length of suspension and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, *not* workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)".

[2] Rule 29 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. 81, subchapter I.

[3] Agency must have received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.

[4] Because an employee on Sabbatical is still in pay status, there is no need for an "RTD" action to be processed at the end of the Sabbatical.

Table 15–D. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status

RULE	A	B	C
	If	*Then Use Remark Code*	*And Remark*
1	Action for employee who is on full-time or part-time work schedule is LWOP, Furlough, Suspension, or Placement in Nonpay Status	G–33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of six months of nonpay time per calendar year.
2	Action for employee who has FEGLI coverage is LWOP, Furlough, Suspension or Placement in Nonpay Status	B–39	FEGLI coverage continues for up to 12 months in a nonpay status.
◆3	LWOP, Furlough, Suspension, Furlough, or Placement in Nonpay Status action is for a Schedule B "coop" employee in an OPM-approved career-related work-study program who is expected to be in pay status at least 1/3 of the time from appointment to completion of program.	B–41	Health benefits coverage will continue as long as you participate in the work-study program if you pay the employee's share of costs. Payment should be made to agency, either when you return to duty, or during your nonpay status. ◆
4	Employee ◆ (who is not covered by Rule 3 above) ◆ is entitled to retain health benefits coverage while on LWOP, Furlough, Suspension or Placement in Nonpay Status (See FPM Supp. 890–1.)	B–40	Health benefits coverage will continue for up to 365 days in nonpay status if you pay the employee's share of costs. Payment should be made to agency, either when you return to duty, or during your nonpay status.

Subchapter 16. Return to Duty From Nonpay Status

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Subchapter 16. Return to Duty from Nonpay Status

S16-1. Coverage.

a. This subchapter covers actions which bring an employee back to pay status after a furlough, suspension, leave without pay (LWOP), or placement in nonpay status action.

b. This subchapter does not cover return to duty from:

  (1) A brief period of LWOP for which no SF 50 was processed; an SF 50 for return to duty is not needed.

  (2) Leave with Pay (LWP) pending retirement. If the employee returns to duty (instead of retiring), cancel the LWP action. See subchapter 32.

  (3) Other paid leave, such as annual leave granted for a vacation, or sick leave. SF 50 is not issued for these purposes.

c. When another action is effective on the date the employee returns to duty (such as a conversion to another appointment or a promotion), one SF 50 may be used for both actions. Blocks 27–33 of the SF 50, will identify the position and pay to which the second action moves the employee.

d. Issue SF 50 for return to duty from all furloughs and suspensions, and from leave without pay which exceeded 30 days.

S16-2. Instructions.

a. Compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. Use Table 16-A to decide if service dates will change due to the length of time the employee was in nonpay status. If a date will change, compute the new one and enter it in item 6 of the SF 52, in your service record system, on the SF 7 card or in any other tickler system your agency maintains.

c. Follow instructions in Table 16–B to take action on life insurance and health benefits by which the employee was covered before the period of nonpay status began.

d. **Use Table 16–C and 16–D to select NOA/NOAC, authority and authority code, remarks and remarks codes for the action, and put them in blocks 18A–F and 37 of the SF 52. If another action is effective on the same date as the RTD, refer to the subchapter which covers that action and select the NOA/NOAC, authority/authority code, remarks and remarks codes for that action, as well. Put them in blocks 19A–F and 37 of the SF 52. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.**

e. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

f. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

g. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If the employee's name, position title, grade, series or position number has changed because of the action, also change the strip for the SF 7.

h. Enter or update suspense or reminder dates in the service record system, on the SF 7 card and in any other tickler system your agency uses. These dates may include:

—NTE date for appointment
—ending date for trial or probationary period
—date for conversion to career appointment
—date for conversion to Tenure Group I from Tenure Group II
—date eligible for within grade increase
—date travel agreement expires
—placement follow-up date(s)
—position classification review due date
—training agreement expiration date
—grade retention expiration date

—limitation on salary which can be earned (under Sch A, Sec. 213.3102(g) appointment, for example)

—number of days or hours to which appointment is limited

i. Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

j. If employee is a member or former member of the uniformed services who is subject to pay cap ♦ reporting procedures, ♦ make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8, in this Guide for addresses of the pay centers.) When the employee is subject to pay cap ♦ reporting procedures, ♦ there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

k. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency's instruction.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

(3) OPM Copy—submit to OPM as FPMIS input as prescribed in FPM supplement 298–1.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM supplement 293–31.

Table 16–A Effect of Nonpay Status on Service Dates (NOTE: More Than One Rule May Apply)

R U L E	A	B	C	D	E
	If Time in Nonpay Status was	*And Employee is paid Under*	*And*	*And*	*Then*
1	More than 80 hours	The General Schedule	Employee is in steps 01–09	Nonpay time was not due to compensable injury	Check to see if the due date for next within grade increase will change. If so, compute the new date. (See instructions in FPM Supp. 990–2, Book 531)
2	More than 22 workdays counting *all prior* nonpay status including nonpay status that was and was not recorded by a personnel action	Any type of pay plan	Employee is serving an initial probationary period.		Compute new ending date for probationary or trial period. (See FPM ch. 315, app. A.)
3			Employee is serving a trial period on a term appointment		
4			Employee is serving a supervisory (or managerial) probationary period		Compute new ending date for supervisory (or managerial) probationary period. (See FPM ch. 315)
5	More than 30 calendar days during the period of nonpay status that ends with the RTD action you are now processing		Employee is serving on career-conditional appointment		Compute new date for career appointment. (See FPM ch. 315.)
6	More than 6 mos. in the calendar year when all periods are added together (excluding time in the armed forces)		Employee is eligible to earn leave		Recompute SCD, following instructions in subch. 6, and enter new SCD in block 6 of SF 52.

Table 16–A Effect of Nonpay Status on Service Dates (NOTE: More Than One Rule May Apply)—(Continued)

RULE	A	B	C	D	E
	If Time in Nonpay Status was	*And Employee is paid Under*	*And*	*And*	*Then*
7	**More than 1 workweek**	**The Federal Wage System**	**Is in steps 1–4**	**Nonpay time was not due to compensable injury**	**Check to see if the due date for within grade increase will change. If so, compute the new date. (See FPM Supp. 532–1, S8.)**

Table 16–B Effect of Nonpay Status on FEGLI and ◆ FEHBP ◆

RULE	A	B	C	D
	If RTD is from	*And*	*And*	*Then*
1	Furlough—MIL	Employee had FEGLI coverage		Employee is eligible to reelect coverage. Follow instructions in subch. 5 of this Guide.
2		Employee did not have FEGLI coverage at time of entry into military	Employee is eligible and wants to elect FEGLI	See FPM supp. 870–1.
3		Employee is eligible and wants FEHBP coverage		See FPM supp. 890–1.
4	LWOP due to compensable injury	Employee had FEGLI coverage		See FPM supp. 870–1.
5		Employee had FEHBP coverage		See FPM supp. 890–1.
6	Placement in Nonpay Status, Suspension, LWOP or Furlough not covered by Rules 1–5	Employee had FEGLI coverage	Employee was in nonpay status for over 12 months	Restore coverage as described in FPM supp. 870–1. Code same enrollment as employee had before. SF 2817 is needed only if employee does not want to resume coverage he/she ◆ previously had. ◆
7		Employee had FEHBP coverage	Employee was in nonpay status over 365 days	Employee may register for coverage, as described in FPM supp. 890–1.
8		Employee was not eligible for FEGLI coverage before	Is eligible for coverage now	Follow instructions in subch. 5 of this Guide.
9		Employee waived or cancelled FEGLI coverage before entry in nonpay status		See FPM supp. 870–1.

Table 16–B Effect of Nonpay Status on FEGLI and FEHBA (Continued)

R U L E	A	B	C	D
	If RTD is from	*And*	*And*	*Then*
10	Placement in Nonpay Status, Suspension, LWOP or Furlough not covered by Rules 1–5.	Employee was not eligible for FEHBP coverage before	Is eligible for coverage now	Follow instructions in subch. 5 of this Guide.
11		Employee elected not to enroll in FEHBP or cancelled enrollment before entry into nonpay status		See FPM supp. 890–1.

Table 16–C Processing Return to Duty Actions

R U L E	A	B	C	D	E	F
	If RTD is from	And	Then NOAC is	NOA is	Authority Code is	Authority is
1	Placement in Nonpay Status	Seasonal or on-call employee is returned to pay/work status.	280	Placement in Pay Status	CUL	FPM chapter 340
2	Furlough	Employee is exercising restoration rights after serving on military duty (other than as a Reservist or member of the National Guard)	292	RTD	QEM	Reg 353.302(a)
3		Employee is Reservist or National Guard member exercising restoration rights after serving on military duty			VRM	5 U.S.C. 3551
4		Restoration is directed by MSPB after employee serves on military duty			ALM	MSPB Directive-Mil
5		Employee is recalled to work after RIF furlough			PSM	Reg 351.604(d)
6		Employee was furloughed for less than 30 days◆ under circumstances not described in Rules 2–5 above ◆			◆ CGM	FPM chapter 296 ◆
7	Suspension				CQM	FPM chapter 311, S2–1
8	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning			NYM	Reg 334.101
9		LWOP was granted because of an on-the-job illness or injury			QFM	Reg 353.302(b)
10		Restoration is directed by MSPB after employee recovers from compensable injury			AQM	MSPB Directive-Inj
11		LWOP was granted for other reasons not covered in Rules 8–10			GLM	FPM Supplement 990–2, Book 630, S12

Table 16–D Remarks

R U L E	A	B	C	D
	If	And	Then Remark Code is	And Remark is
1	SCD is adjusted due to nonpay time which is not creditable	All the nonpay time has been recorded on an SF 50	B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year)
2		All of the nonpay time has not been recorded on an SF 50	G31	Nonpay time not previously recorded in calendar year (Year) totaled (number) hours
3	Due date for within grade increase is adjusted due to nonpay time which is not creditable		P12	Eligibility date for WGI adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date)
4	Probationary (or trial) period is extended due to nonpay time which is not creditable		E05	Date for completion of probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New estimated completion date is (date)
5	Waiting period for career tenure is extended due to nonpay time which is not creditable		T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New estimated conversion date is (date).
6	Employee received injury compensation during the nonpay time		G11	Employee paid under 5 U.S.C. 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.

Subchapter 17. Pay and Step Changes

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Subchapter 17. Pay and Step Changes

S17-1. Coverage.

◆ This subchapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

—pay adjustment
—within-grade increase
—quality step increase
—denial of within-grade increase
—step adjustment
—termination of grade retention
—merit pay cash award
—merit pay increase
—documentation of entitlement to grade retention based on a downgrade that occurred prior to 01-11-79

If your agency wishes to use an SF 50 to document a pay-related action that is not described in this subchapter (e.g., a one-time cash bonus or a change in premium pay), your agency must develop its own NOAC/NOA in the 900 series to use on the SF 52/50. ◆

S17-2. Definitions.

a. *Rate of basic pay* means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of any additional pay of any kind (such as overtime pay). For example, $9793 per year; $6.41 per hour.

b. *Step* means the step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

c. *Pay plan* means the pay system or pay schedule under which the employee's rate of basic pay is determined. For example, General Schedule (GS), Executive Pay (EX), Leader under the Federal Wage System (WL).

d. *Quality (Step) Increase* (QSI or QI) is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

e. *Within-grade increase* (WGI) is an increase in an employee's rate of basic pay by advancement from one step of his/her grade to the next after meeting requirements for length of service and performance.

f. *Denial of within-grade* means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not at an acceptable level of competence.

g. *Pay Adjustment* (as used in this Guide)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

h. *Step Adjustment* means a change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay.

i. *Pay retention entitlement* is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he/she occupies.

j. *Grade Restoration action*—an action taken to restore to an employee the grade he or she held prior to a reduction in grade that was effective during the retroactive period of Title VIII of the Civil Service Reform Act. The Grade Restoration action records the employee's retained grade in the OPM's data system.

k. *Grade Retention action*—an action taken to retain the grade held by an employee prior to a reduction in grade that was effective during the retroactive period of Title VIII of the Civil Service Reform Act. The grade retention action documents, for official personnel action purposes, the employee's step in the retained grade and the rate of basic pay to which he or she is entitled.

l. *Merit Pay Cash Award* is a monetary award granted under 5 U.S.C. 5403 that provides for cash awards for job-related performance by Merit Pay System employees.

m. *Merit Increase* is an agency-award increase in rate of basic pay with no change in grade to an employee who is under the Merit Pay System.

n. *Merit Pay System* is the pay system established under 5 U.S.C. 54, for General Schedule employees in grades 13 through 15 who are in supervisory, managerial, or management official positions.

S17–3. Use of SF 52.

SF 52 must be used to request action and document approval of Grade Restoration and Grade Retention actions and for all pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either SF 52 or an agency form to request actions and document approvals. When an agency form is used in lieu of the SF 52, the approval document should be filed on the left side of the OPF. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

S17–4. Instructions for Documenting Grade Retention for Reduction in Grade Effective During the Retroactive Period of Title VIII of the Civil Service Reform Act.

a. Title VIII of the Civil Service Reform Act (P.L. 95-454) provides for a two-year period of grade retention for certain employees reduced in grade between January 1, 1977, and the effective date of Title VIII. The two-year period begins on the effective date of Title VIII, the first day of the first pay period that began on or after January 11, 1979.

b. Employees may claim these retroactive benefits, using OPM Form 1367, Claim for Retroactive Pay Entitlement under the Civil Service Reform Act of 1978, at any time within six years of the effective date of Title VIII. After the employee submits his/her claim, two separate personnel actions (SFs 50) must be processed to document his/her entitlement to grade retention, (1) a Grade Restoration action and (2) a Grade Retention Action.

c. Special instructions for completing the SF 52 for Grade Restoration actions are contained in Figure 17–1; special instructions for completing the SF 52 for Grade Retention actions are contained in Figure 17–2. Follow these instructions and those in subparagraphs *h–o* in paragraph below. The instructions in subparagraphs *a–g* are not applicable to these actions

d. OPM Form 1368, Pay Authorization under the Civil Service Reform Act of 1978, is used to compute the employee's retroactive pay entitlement. Each agency for which the employee worked during the retroactive period must complete an OPM Form 1368.

S17–5. Instructions for Documenting Other Kinds of Pay and Step Changes.

a. Use SF 50 to document:
892 Quality Inc
893 Within-grade Inc
888 Denial of Within-Grade Inc
890 Merit Pay Cash Award
891 Merit Inc
899 Step Adj

b. When a pay adjustment involves large numbers of employees and requires a change in only one data item (salary), as in the case of an annual statutory pay raise, the change may be made in agency and OPM data systems automatically. The adjustments, however, must be documented in the Official Personnel Folder (OPF) and the employee must be notified of the adjustment (894 Pay Adj). Either an SF 50 or one of these alternate forms of notice may be used for this purpose.

(1) *A copy of the new pay schedule* containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the OPF on the permanent (right) side.

(2) *A computer-printed notice*, showing:
Name of employee
Pay System, Grade, Step, and New Salary
Effective data of new rate
Authority for change and date of authority
Social Security number or employee identifier that identifies employee

File the notice in the OPF on the right-hand side.

◆ b. Actions for absent employees. ◆

(1) If the employee is absent because of compensable injury or military duty, the pay or step change must be processed just as though the employee were not absent. The agency may use either of the two methods below to process the action.

Method 1 Prepare SF 50 while employee is absent and file *all copies* on right side of OPF (do not transmit data or SF 50 to OPM). Distribute copies and transmit data to OPM after employee returns. If the employee does not exercise his/her restoration rights, remove SF 50 from OPF and destroy all copies.

Method 2 File SF 52 on right side of the OPF; prepare and distribute SF 50 after employee returns, moving SF 52 from right side to left side of OPF at that time.

(2) If the employee is in nonpay status for any other reason, wait to record the change until he or she returns to duty. The new pay or step should be shown on the return to duty personnel action. Code in remarks on the RTD SF 52, P09—"Pay or step adjusted (date) by (authority)".

(3) If the employee is serving with an international organization, prepare and obtain necessary approvals on 2 copies of an SF 52 to record the action. File one copy on the right hand side of the employee's OPF and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct CSR and FEGLI deductions for the employee while he/she serves with the international organization. Note the pay or step change in SF 52 that is used to process the reemployment action with remark P06—"Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service".

◆ c. Use the table covering actions under the applicable pay plan to select the NOAC, NOA, Legal Authority Code, and Authority:

General Schedule (GS)	Table 17–A
Merit Pay System (GM	Table 17–B
Prevailing Rate Systems	Table 17–C
Other Pay Systems	Table 17–D

Enter NOAC/NOA, Legal Authority Code, and Authority in blocks 18A–F of the SF 52 or in the appropriate place on the agency form used to request and approve the action.

d. Use tables 17–E and 17–F to select remarks/remarks codes required by OPM for the action and enter them in block 37 of the SF 52 or in the appropriate place on the agency form used to request and approve the action. Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

e. An 866/Termination of Grade Retention action is effective at the end of the day while an 894/Pay Adjustment action is effective at the beginning of the day. Therefore, when the termination of grade retention necessitates a reduction in the employee's rate of basic pay, two actions need to be processed; the 894/Pay Adjustment action is effective on the day following the effective date of the 866/Termination of Grade Retention action. ◆

f. Complete SF 52 as required by instructions in subchapter 3 from your agency's instructions to complete agency request document.

g. Follow your agency's procedures to get the approval signature on the SF 52 or the form your agency uses to request action. No approval is needed for a Pay Adjustment that results from a statutory or regulatory change in rates or an Executive Order.

h. Prepare SF 50 from the information on the SF 52 or agency form. Refer to subchapter 4 to see how the SF 50 should be completed. The SF 50 must be signed or authenticated for all pay and step changes *except* for those pay adjustments that are required by statute or regulation (and for which an SF 50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.

i. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

j. Enter or update suspense or remainder dates in the service record system, on the SF 7 card and in any other tickler system your agency uses.

These dates include:

—date eligible for next within-grade increase

—grade retention expiration date

—date on which next performance determination must be made (when within-grade increase has been denied)

k. Check FPM Supplement 293-31 to decide how to file the documents related to the action.

◆ l. Prepare and distribute required notices: ◆ If employee is a member or former member of the uniformed services who is subject to pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for addresses of the pay centers.) When the employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

m. Distribute SF 50 copies as follows:

—Employee Copy—send to employee in accordance with your agency's instructions.

—Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

—OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM Supplement 298-1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

—OPF Copy—file on permanent (right) side of employee's Office Personnel Folder. ◆ (NOTE: Make sure that all entries on the SF 50 copy that is placed in the employee's OPF are readable.)

—Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

Table 17–A Pay and Step Changes under the General Schedule

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
1	Employee receives within grade increase	Increase is based on employee's sustained high quality performance	Employee is entitled to grade retention	892	Quality Inc	RBM and VLJ	Reg 531.501 and 5 U.S.C. 5362 (c)	X46
2			Employee is not entitled to grade retention			RBM	Reg 531.501	
3		Increase is based on employee's meeting length-of-service and performance requirements	Employee is entitled to grade retention	893	Within-grade Inc	Q7M and VLJ	Reg 531.404 and 5 U.S.C. 5362(c)	X46 and ◆ P14 ◆
4			Employee is not entitled to grade retention			Q7M	Reg. 531.404	◆ P14 ◆
5	Decision to withhold within grade increase to an employee	Employee's performance is not at an acceptable level of competence	Employee is entitled to grade retention	888	Denial of Within Grade Inc (See Note 1)	Q5M and VLJ	Reg 531.409 and 5 U.S.C. 5362(c)	P15 and X47
6			Employee is not entitled to grade retention			Q5M	Reg 531.409	P15

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	And	And	Then NOAC is	NOA is	Auth Code is	Auth is	Codes for Required Remarks Are (See Note 2)
7	Employee's position is brought under the General Schedule (See Note 3)	Pay is set on the basis of employee's existing grade retention entitlement		894	Pay Adj	ZLM and VLJ	(Enter E.O. Law or Reg which brought position under the GS) and 5 U.S.C. 5362(c)	X44
8		Pay is set on the basis of employee's existing pay retention entitlement				ZLM and VSJ	(Enter E.O., Law or Reg which brought position under GS) and 5 U.S.C. 5363(a)	X40
9		Employee is not entitled to grade or pay retention				ZLM	(Enter E.O., Law, or Reg which brought position under the GS)	
10	Annual pay adjustment under 5 U.S.C. 5305	Employee is being paid under a special salary rate	Employee's pay is set on the basis of his/her existing grade retention entitlement			QSM and ZLM	Reg 530.307 and (Enter E.O., Law, or Reg which adjusted pay)	X44

Table 17–A Pay and Step Changes under the General Schedule–(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
11	Annual pay adjustment under 5 USC 5305	Employee is being paid under a special salary rate	Employee's pay is set on the basis of his/her existing pay retention entitlement	894	Pay Adj	QSM and ZLM	Reg 530.307 and (Enter E.O. Law, or Reg which adjusted pay)	X40
12			Employee is not entitled to grade or pay retention					
13		Employee is not being paid under a special salary rate	Employee's pay is set on the basis of his/her existing grade retention entitlement			QWM and ZLM	Reg 531.205 and (Enter E.O. Law, or Reg which adjusted pay)	X44
14			Employee's pay is set on the basis of his/her existing pay retention entitlement					X40

Table 17–A Pay and Step Changes under the General Schedule–(Continued)

RULE	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
15	Annual pay adjustment under 5 USC 5305	Employee is not being paid under a special salary rate	Employee is not entitled to grade or pay retention	894	Pay Adj	QWM and ZLM	Reg 531.205 and (Enter E.O. Law, or Reg which adjusted pay)	
16	Adjustment in employee's basic rate of pay because a special higher rate of pay is established under Part 530, Subpart C. of the CS Regs	Employee's pay is set on the basis of his/her existing grade retention entitlement				QJM and ZLM	Reg 530.305 and (Enter E.O. Law, or Reg which adjusted pay)	X44
17		Employee's pay is set on the basis of his/her existing pay retention entitlement						X40
18		Employee is not entitled to grade or pay retention						

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
19	Adjustment in employee's basic rate of pay because employee supervises one or more prevailing rate employees	Employee's pay is set on the basis of his/her existing grade retention entitlement		894	Pay Adj	QZM and VLJ	Reg 531.301 and 5 U.S.C. 5362(c)	X44 and P07
20		Employee is not entitled to grade retention				QZM	Reg 531.301	P07
21	Adjustment in employee's basic rate of pay or step because two-year period of grade retention ends	Employee is entitled to complete another period of grade retention		866	Term of Grade Retention	VKJ	5 U.S.C. 5362	X43, X37, X45, and X61
22		Employee is entitled to begin pay retention				VRJ	5 U.S.C. 5363	X43 and X40

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

RULE	A *If Basis for Action Is*	B *And*	C *And*	D *Then NOAC is*	E *NOA is*	F *Auth Code is*	G *Auth is*	H *Codes for Required Remarks Are (See Note 2)*
23	Adjustment in employee's basic rate of pay or step because two-year period of grade retention ends	Employee is not entitled to further grade and pay retention		866	Term of Grade Retention	VKJ	5 U.S.C. 5362	X43
24	Termination of grade retention because employee declined a reasonable offer					VNJ	5 U.S.C. 5362 (d) (3)	X36 and X48
25	Termination of grade retention because employee elected to terminate benefits					VPL	5 U.S.C. 5362 (d) (4)	X36 and X39

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R	A	B	C	D	E	F	G	H
RULE	*If Basis for Action Is*	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
26	Termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements			866	Term of grade Retention	RLM	Reg 536.207 (b) (2)	X36 and X50
27	Termination of pay retention because employee declined a reasonable offer			894	Pay Adj	VTJ	5 U.S.C. 5363 (c) (2)	X42 and X48

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
28	Termination of pay retention because of pay schedule adjustment under which employ becomes entitled to higher rate of pay than that to which he/she is entitled under 5 U.S.C. 5363			894	Pay Adj	ZLM	(Cite E.O., Law, or Reg which sets new pay schedule)	X42
29	Adjustment of employee's step within his/her grade because a special salary rate is discontinued or reduced	Employee's existing rate of pay is higher than the new maximum allowed for his/her grade		899	Step Adj	QPM and EEM	Reg 530.306(b)(3), and (Cite number of FPM Ltr which discontinued or cancelled special rate.)	X40

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
30	Adjustment of employee's basic pay or step within his/her grade because a special salary rate is discontinued or reduced.	Employee's existing rate of pay is equal to one of the rates in the new schedule for his/her grade		899	Step Adj	QMM and EEM	Reg 530.306(b) (1), and (Cite number of FPM Ltr that discontinued or cancelled special rate.)	
31		Employee's existing rate of pay falls between two steps in the new schedule for his/her grade	Employee's pay is set on the basis of his/her existing grade retention entitlement	894	Pay Adj	◆QNM and VLJ◆	◆ Reg 530.306(b) (2) and 5 U.S.C. 5362(c)◆	
32			Employee is not entitled to grade or pay retention			◆QNM and EEM◆	◆ Reg 530.306(b) (2) and (Cite number of FPM Ltr that discontinued or cancelled special rate.) ◆	

Table 17–A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
33	Position that has been under Merit Pay System is determined to be under the General Schedule (See Note 3.)	Employee's pay is set on the basis of his/her existing grade retention entitlement		894	Pay Adj	QUM and VLJ	Reg 531.204(d) and 5 U.S.C. 5362(c)	X44
34		Employee's pay is set on the basis of his/her existing pay retention entitlement				QUM and VSJ	Reg. 531.204(d) and 5 U.S.C. 5363(a)	X40
35		Employee is not entitled to grade or pay retention				VAK and QUM	5 U.S.C. 54 and Reg 531.204(d)	
◆36	Reduction in employee's rate of basic pay as a result of the termination of his/her grade retention					(Enter same code as was used for the 866/Term of Grade Retention action)	(Enter same authority as was used for the 866/ Term of Grade Retention action) ◆	

Table 17-A Pay and Step Changes under the General Schedule—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note 2)*
37	An adjustment in employee's basic rate of pay that is not described in Rules 1–36	Employee's pay is set on the basis of his/her existing grade retention entitlement		894	Pay Adj	ZLM and VLJ	(Enter E.O., Law, or Reg that adjusted pay) and 5 U.S.C. 5362(c)	X44
38		Employee's pay is set on the basis of his/her existing pay retention entitlement				ZLM and VSJ	(Enter E.O. Law, or Reg that adjusted pay) and 5 U.S.C. 5363(a)	X40
39		Employee is not entitled to grade or pay retention				ZLM	(Enter EO, Law, or Reg that adjusted pay)	

NOTES:

[1] Show in "To" blocks of the SF 50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show as the effective date the date on which the increase would otherwise have been effective.

[2] See table 17-F to translate codes into actual remarks.

[3] If action involves a change in employee's agency, appointment status, position, or grade, follow instructions in subchapter 14 to process the action.

Table 17–B Pay Changes Under the Merit Pay System (See Notes 1 and 5)

RULE	A	B	C	D	E	F	G
	If Basis for Action is	*And*	*Then NOAC is* [1]	*NOA is*	*Auth Code is*	*Authority Is*	*Code for Required Remark is (See Note 3)*
1	Employee receives an agency-awarded increase in rate of basic pay with no change in grade	Employee is entitled to grade retention	891	Merit Inc	VAK and VLJ	5 U.S.C. 54 and 5 U.S.C. 5362(c)	P21
2		Employee is not entitled to grade retention			VAK	5 U.S.C. 54	
◆3	To record agency's determination that employee deserves a merit increase that cannot be paid because employee is already being paid the maximum salary for his/her grade						P22 and P26
4	To record that employee is receiving no merit increase because his/her merit pay determination has been waived						P22 and P27 ◆
5	To document agency's decision that employee should not be granted a merit increase (See Note 4.)						P22
6	Employee is granted a monetary award under 5 U.S.C. 5403 that provides for cash awards for job-related performance by Merit Pay System employees		890	Merit Pay Cash Award	VCK	5 U.S.C. 5403	

Table 17–B Pay Changes Under the Merit Pay System (See Notes 1 and 5)—(Continued)

R U L E	A	B	C	D	E	F	G
	If Basis for Action is	*And*	*Then NOAC is* [2]	*NOA is*	*Auth Code is*	*Authority Is*	*Code for Required Remark is (See Note 3)*
7	Employee receives a percentage of the adjustment granted to General Schedule employees under 5 U.S.C. 5305	Employee is entitled to grade retention	894	Pay Adj	VBK and VLJ	5 U.S.C. 5402(c) and 5 U.S.C. 5362(c)	
8		Employee is entitled to pay retention			VBK and VSJ	5 U.S.C. 5402(c) and 5 U.S.C. 5363(a)	
9		Employee is not entitled to grade or pay retention			VBK	5 U.S.C. 5402(c)	
10	Employee's position is determined to be under the Merit Pay System	Employee is entitled to grade retention	894	Pay Adj	VAK and VLJ	5 U.S.C. 54 and 5 U.S.C. 5362(c)	
11		Employee is not entitled to grade retention			VAK	5 U.S.C. 54	

NOTES:

[1] Use table 17–A to process all pay change actions not covered here.

[2] When a Pay Adj and a Merit Inc are effective on the same date, show the 894/Pay Adj and its legal authority in Blocks 18A–F of the SF 52/50 and 891/Merit Inc and its legal authority in Blocks 19A–F of the SF 52/50. Show the remarks required for *both* actions in Block 37 of the SF 52/50.

[3] See table 17–F to translate remarks codes into required remarks.

[4] Show in "TO" block of the SF 50 the salary currently held by the employee. *Do not* show the increase being denied. Show as the effective date the date on which the increase would otherwise have been effective.

[5] Show scheduled salary in block 32 of SF 52/50 for Merit Increase and Pay Adjustment actions. When scheduled salary is higher than payable salary, use remark P26: "Payable salary limited to $ by 5 U.S.C. 5308 (or other statutory authority)."

Table 17–C Pay and Step Changes under Prevailing Rate Systems

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
1	Receives a within grade increase	Increase is based on employee's meeting length of service and performance requirements	Employee is entitled to grade retention	893	Within Grade Inc	VUL and VLJ	5 U.S.C. 5343(e) (2) and 5 U.S.C. 5362(c)	◆X46◆
2			Employee is not entitled to grade retention			VUL	5 U.S.C. 5343 (e)(2)	
3	Occupies a position that changed from the General Schedule to the Prevailing Rate Systems	Pay is set on the basis of employee's existing grade retention entitlement		894	Pay Adj	FEM and VLJ	FPM Supp. 532-1, S8–3, and 5 U.S.C. 5362(c).	X44
4		Pay is set on the basis of employee's existing pay retention entitlement				FEM and VSJ	FPM Supp. 532-1, S8–3, and 5 U.S.C. 5363(a).	X40
5		Employee is not entitled to grade or pay retention				FEM	FPM Supp. 532-1, S8–3	
6	Occupies a position in a wage area that is consolidated with another wage area	Pay is set on the basis of employee's existing grade retention entitlement				FTM and VLJ	FPM Supp. 532-1 S8–8, and 5 U.S.C. 5362(c).	X44

Table 17–C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
7	Occupies a position in a wage area that is consolidated with another wage area	Pay is set on the basis of employee's existing pay retention entitlement		894	Pay Adj	FTM and VSJ	FPM Supp. 532-1, S8–8, and 5 U.S.C. 5363(a)	X40
8		Employee is not entitled to grade or pay retention				FTM	FPM Supp. 532-1, S8–8	
9	Occupies a position that is changed from agency wage schedule to the Prevailing Rate Systems	Pay is set on the basis of employee's existing grade retention entitlement				F5M and VLJ	FPM Supp. 532-1, S10, and 5 U.S.C. 5362(c)	X44
10		Pay is set on the basis of employee's existing pay retention entitlement				F5M and VSJ	FPM Supp. 532-1, S10, and 5 U.S.C. 5363(a)	X40
11		Employee is not entitled to grade or pay retention				F5M	FPM Supp. 532-1, S10	

Table 17-C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
12	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention	Pay is set on the basis of employee's existing grade retention entitlement		894	Pay Adj	FGM and VLJ	FPM Supp. 532-1, S4–3, S5–13, S5–14, and 5 U.S.C. 5362(c)	X44
13		Pay is set on the basis of employee's existing pay retention entitlement				FGM and VSJ	FPM Supp. 532-1, S4–3, S5–13, S5–14, and 5 U.S.C. 5363(a)	X40
14		Employee is not entitled to grade or pay retention				FGM	FPM Supp. 532-1, S4–3, S5–13, S5–14	
15	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions	Employee's pay is set on the basis of his/her existing grade retention entitlement				F8M and VLJ	FPM Supp. 532-1, S5–14d, and 5 U.S.C. 5362(c)	X44

Table 17–C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
16	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions	Employee's pay is set on the basis of his/her existing pay retention entitlement		894	Pay Adj	F8M and VSJ	FPM Supp. 532-1, S5–14d, and 5 U.S.C. 5363(a)	X40
17		Employee is not entitled to grade or pay retention				F8M	FPM Supp. 532-1, S5–14d	
18	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 6–17	Pay is set on the basis of employee's existing grade retention entitlement				FNM and VLJ	FPM Supp. 532-1, S8–6c, and 5 U.S.C. 5362(c)	X44
19		Pay is set on the basis of employee's existing pay retention entitlement				FNM and VSJ	FPM Supp. 532-1 S8–6c, and 5 U.S.C. 5363(a)	X40
20		Employee is not entitled to grade or pay retention				FNM	FPM Supp 532-1, S8–6c	

Table 17–C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
21	Adjustment in employee's basic rate of pay or step because two-year period of grade retention ends	Employee is entitled to complete another period of grade retention		866	Term of Grade Retention	VKJ	5 U.S.C. 5362	X43, X37, X45, and X61
22		Employee is entitled to begin pay retention				VRJ	5 U.S.C. 5363	X43, and X40
23		Employee is not entitled to further grade and pay retention				VKJ	5 U.S.C. 5362	X43
24	Termination of grade retention because employee declined a reasonable offer					VNJ	5 U.S.C. 5362 (d) (3)	X36 and X48
25	Termination of grade retention because employee elected to terminate benefits					VPL	5 U.S.C. 5362 (d) (4)	X36 and X39

Table 17–C Pay and Step Changes under Prevailing Rate Systems—(Continued)

RULE	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
26	Termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements	Employee is not entitled to further grade and pay retention		866	Term of Grade Retention	RLM	Reg 536.207(b) (2)	X36 and X50
27	Termination of pay retention because employee declined a reasonable offer			894	Pay Adj	VTJ	5 U.S.C. 5363(c) (2)	X42 and X48
28	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which he/she is entitled under 5 U.S.C. 5363					ZLM	(Cite E.O., Law, or Reg which sets new pay schedule)	X42

Table 17–C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
29	Reduction in employee's rate of basic pay as a result of the termination of his/her grade retention			894	Pay Adj	(Enter same code as was used for the 866/Term of Grade Retention action)	(Enter same authority as was used for the 866/Term of Grade Retention action)	
30	An adjustment in employee's basic rate of pay that is not described in Rules 1–29	Employee's pay is set on the basis of his/her existing grade retention entitlement				ZLM and VLJ	(Enter E.O., Law, or Reg that adjusted pay) and 5 U.S.C. 5362(c)	X44

Table 17-C Pay and Step Changes under Prevailing Rate Systems—(Continued)

R U L E	A	B	C	D	E	F	G	H
	If Basis for Action Is	*And*	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Auth is*	*Codes for Required Remarks Are (See Note)*
31	An adjustment in employee's basic rate of pay that is not described in Rules 1-29	Employee's pay is set on the basis of his/her existing pay retention entitlement		894	Pay Adj	ZLM and VSJ	(Enter E.O., Law, or Reg that adjusted pay) and 5 U.S.C. 5353(a)	X40
32		Employee is ot entitled to grade or pay retention				ZLM	(Enter E.O., Law or Reg that adjusted pay)	

NOTE: See table 17-F to translate codes into actual remarks.

Table 17–D Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate Systems

RULE	A	B	C	D	E	F	G	H
	If change in pay or step is because the employee	*And the reason is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is*	*Codes for Required Remarks Are (See Note)*
1	Receives a within-grade increase	Employee has met administrative or legislative requirements for length of service and performance		893	Within-Grade Inc	ZLM	(Enter Law ♦ or other authority for the ♦ increase)	
2	Receives pay increase under the Panama Canal Employment System			894	Pay Adj	TAK	35 CFR 251.13	
3	Receives pay increase	Legislation or agency determination				♦ ZLM ♦	♦ (Enter Law or other authority for the increase) ♦	
4	Has basic rate of pay adjusted	Special rate of pay for recruitment and retention is established under Part 530, subpart C, of the CS Regs.				QJM and ZLM	Reg 530.305 (Enter Law, E.O. or Reg that authorizes special rate)	

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Table 17-D Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate Systems (Continued)

R U L E	A	B	C	D	E	F	G	H
	If change in pay or step is because the employee	*And the reason is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is*	*Codes for Required Remarks Are (See Note)*
5	Is an SES appointee	Change in his/her pay level (or rate) and salary		◆894◆	◆ Pay Adj ◆	VWH	5 U.S.C. 5383	
6		General change in SES salary rates				ZLM	(Enter E.O., law or Reg which adjusted pay)	
7	Has step changed within his/her grade	Special schedule or salary rate is discontinued or reduced	Employee's existing rate pay is higher than the new maximum allowed for his/her grade or level	899	Step Adj	QPM and EEM	Reg 530.306(b)-(3) and (Cite number of FPM Ltr ◆ that discontinued or cancelled ◆ special schedule or salary rate.)	
8			Employee's existing rate of pay is equal to one of the rates in the new schedule for his/her grade or level			QMM and EEM	Reg 530.306(b)-(1) and (Cite number of FPM Ltr which discontinued or cancelled special schedule or salary rate.)	

Table 17–D Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate Systems (Continued)

R U L E	A	B	C	D	E	F	G	H
	If change in pay or step is because the employee	*And the reason is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is*	*Codes for Required Remarks Are (See Note)*
9	◆ Has step changed within his/her grade ◆	◆ Special schedule or salary rate is discontinued or reduced ◆	Employee's existing rate of pay falls between two steps in the new schedule for his/her grade or level	899	Pay Adj	QNM and EEM	Reg 530.306-(b)(2) and (Cite number of FPM Ltr which discontinued or cancelled special schedule or salary rate.)	
10	Receives a quality increase under the Panama Canal Employment System procedures for non-manual employees		Employee is entitled to grade retention	892	Quality Inc	TEK and TCK	35 CFR 251.43 and 35 CFR 251.42(b)	X46
11			Employee is not entitled to grade retention			TEK	35 CFR 251.43	
12	Receives a within-grade increase under the Panama Canal Employment System procedures		Employee is entitled to grade retention	893	Within-grade Inc	TEK and TCK	35 CFR 251.43 and 35 CFR 251.42(b)	X46
13			Employee is not entitled to grade retention			TEK	35 CFR 251.43	

Table 17–D Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate Systems (Continued)

RULE	A	B	C	D	E	F	G	H
	If change in pay or step is because the employee	*And the reason is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is*	*Codes for Required Remarks Are (See Note)*
14	Is denied a within-grade increase under the Panama Canal Employment System procedures for non-manual employees		Employee is entitled to grade retention	888	Denial of Within-Grade Inc (See Note 1)	TEK and TCK	35 CFR 251.43 and 35 CFR 251.42(b)	P15 and X47
15			Employee is not entitled to grade retention			TEK	35 CFR 251.43	P15
16	Who is under the Panama Canal Employment System is losing his/her grade retention	The two-year period of grade retention ends	Employee is entitled to complete another period of grade retention	866	Term of Grade Retention	TCK	35 CFR 251.42(b)	X43, X37, X45, and X61
17			Employee is entitled to begin pay retention					X43 and X40
18			Employee is not entitled to further grade and pay retention					X43

Table 17–D Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate Systems (Continued)

RULE	A	B	C	D	E	F	G	H
	If change in pay or step is because the employee	*And the reason is*	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code is*	*Authority Is*	*Codes for Required Remarks Are (See Note)*
◆19	Suffers a reduction in rate of basic pay as a result of the termination of his/her grade retention			894	Pay Adj	(Enter same code as was used for the 866/Term of Grade Retention action)	(Enter same authority as was used for the 866/ Term of Grade Retention action) ◆	
20	Who is under the Panama Canal Employment System is losing his/her grade retention	Employee declined a reasonable offer	Employee is not entitled to further grade and pay retention	866	Term of Grade Retention	TCK	35 CFR 251.42(b)	X36 and X48
21		Employee elected to terminate benefits						X36 and X39
22		Employee failed to enroll in or comply with agency's priority placement program requirements						X36 and X50

NOTE: See Table 17–F to translate codes into actual remarks.

Table 17–E Codes for Remarks Required in Special Situations

R U L E	A	B And	C Then Code for Required Remark is
1	Action is a within grade increase	Employee had so much time in nonpay status that due date for within grade was set back	P13
2	Employee is entitled to pay retention	Employee's salary is now at 150% of maximum rate for grade to which assigned	X41
3		Pay schedule adjustment results in employee becoming entitled to a rate of pay which is equal to or higher than that to which he/she is entitled under pay retention (5 U.S.C. 5363(c)(2))	X42
4	Employee moves from a pay system other than the General Schedule, Prevailing Rate System, or Merit Pay System and is entitled to grade retention	Retained grade is equivalent to one held prior to reduction which entitled employee to grade retention	X35
5	Action is denial or withholding of within-grade increase for employee who is entitled to grade retention		X47
6	Action records agency decision not to grant a merit increase		P22
7	Action is an annual pay comparability adjustment, authorized under 5 U.S.C 54, for an employee who is under the Merit Pay System	An amount needed to equal the mimimum of the new rate range must be added to the employee's salary because the addition of the comparability allowance authorized under 5 U.S.C 54 is not sufficient by itself to raise employee's salary to minimum of the new rate range.	P24
8			P23
9	Action is a merit increase	Employee received the automatic portion of the last GS pay adjustment and an additional amount sufficient to raise his/her salary to the minimum of the new rate range for his/her grade	P25
10			P21

Table 17-F Codes and Remarks for Pay and Step Changes (Continued)

R U L E	A If Code is	B Then Remark Is
1	P13	Effective date adjusted due to excess time in nonpay status.
◆ 2	P14	Work performance is at an acceptable level of competence. ◆
3	P15	Within grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
4	P21	Salary includes a merit increase of $
5	P22	Salary includes a zero merit increase.
6	P23	Salary includes a _____ % pay comparability increase.
7	P24	Salary includes a _____ % pay comparability increase and an additional adjustment of _____ to bring salary up to the mininum rate for the grade.
8	P25	Salary reflects a Merit increase of ____ which includes ____ supplemental increase granted to insure the new rate range minimum.
9	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
10	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
11	X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
12	X38	On [date] employee will be entitled to retain grade of [pay plan and grade] through [date] provided the preceding period of grade retention is not terminated earlier.
13	X39	Employee elected to terminate grade retention entitlement.
14	X40	Employee is entitled to pay retention.
15	X41	Salary is 150% of maximum rate of grade to which assigned.
16	X42	Pay retention entitlement terminated.
17	X43	Expiration of grade retention period as [pay plan and grade.]
18	X44	Rate is step [number] of [pay plan and grade], retained grade.
19	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.

Table 17–F Codes and Remarks for Pay and Step Changes

RULE	A If Code is	B Then Remark Is
1	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal Service.
2	P07	Pay rate authorized under Reg 531.305—supervises wage system employees paid (rate) per annum.
3	P09	Pay rate adjusted [date] by [authority].
4	P11	Salary would be $(amount) if not limited by 5 U.S.C. 5308 (or other statutory authority).
5	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
6	P14	Work performance is at an acceptable level of competence.
7	P15	Within grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
8	P21	Salary includes a merit increase of $
9	P22	Salary includes a zero merit increase.
10	P23	Salary includes a _____ % pay comparability increase.
11	P24	Salary includes a _____ % pay comparability increase and an additional adjustment of _____ to bring salary up to the mininum rate for the grade.
12	P26	Payable salary limited to $_____ by 5 U.S.C. 5308 (or other statutory authority).
◆13	P27	Merit increase determination waived because (state reason). ◆
14	P25	Salary reflects a merit increase of ____ which includes ____ supplemental increase granted to insure the new rate range minimum.
15	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
16	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
17	X37	Employee is entitled to retain grade of [pay plan and grade] through [date.]

Table 17–F Codes and Remarks for Pay and Step Changes (Continued)

R U L E	A If Code is	B Then Remark Is
18	X38	On [date] employee will be entitled to retain grade of [pay plan and grade] through [date] provided the preceding period of grade retention is not terminated earlier.
19	X39	Employee elected to terminate grade retention entitlement.
20	X40	Employee is entitled to pay retention.
21	X41	Salary is 150% of maximum rate of grade to which assigned.
22	X42	Pay retention entitlement terminated.
23	X43	Expiration of grade retention period as [pay plan and grade.]
24	X44	Rate is step [number] of [pay plan and grade], retained grade.
25	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
26	X46	Action gives employee within grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
27	X47	Action denies within grade increase to step [number] of employee's retained grade.
28	X48	Declined offer of [position title, pay plan, series and grade].
29	X50	Failed to comply with priority placement program requirements.
30	X61	Retained grade will not be used for reduction-in-force purposes.

Figure 17–2. Completing SF 52 for Grade Retention Actions

Item 14		[first day of first pay period which occurred on or after 01-11-79]
Item 18 A&B		736 Grade Retention
Item 18 C&D		Select from the authorities below the one whose suffix gives the reason for employee's entitlement to grade retention. (Authorities cited for these actions are from the Interim 536 Regulations.)
	RJX	Reg 536.217—Decl Transfer
	RJY	Reg 536.217—Reclassification
	RJZ	Reg 536.217—RIF
Item 20, 22–26		show same information as recorded in Items 27, 29–33 of the Grade Restoration action
Item 21		[Leave blank]
Item 27, 29 & 30		show same information as recorded in Items 20, 22–23 of the Grade Restoration action
Item 28		[Leave blank]
Item 31		show "00"
Item 32 & 33		show same salary as recorded in Item 32 & 33 of the Grade Restoration Action
Remarks:		
	X59	"This action documents employee's entitlement to grade retention based on the reduction in grade which occurred on [date]."
	X37	"Employee is entitled to retain grade of [pay plan and grade] through [date]."
	X61	"Retained grade will not be used for purposes of reduction-in-force."
	X45	"Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility."

Follow instructions in subchapter 3 to complete all other items on the SF 52.

Extension of Temp Actions

Subchapter 18. Extension of Temporary Actions

Contents

S18–1. Coverage

S18–2. Instructions

Tables

- 18–A Time Limitations and Prior Approvals
- 18–B Effect of Extension of LWOP on FEGLI and FEHBP
- 18–C Extensions of Time-Limited Appointments and Extensions of Other Temporary Actions
- 18–D Extensions of Details

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Subchapter 18. Extension of Temporary Actions

S18–1. Coverage.

a. This subchapter covers:
   (1) Extension of the NTE date, using the same authority as was used for the appointment, on the following kinds of time-limited appointments:
   —Appt NTE
   —O/S Ltd Appt NTE
   —Term Appt NTE
   —Exc Appt NTE
   —CZ Appt NTE
   —CZ Term Appt NTE
   —Summer Appt NTE
   (2) Extension of a detail, temporary promotion or a temporary position change.
   (3) Extension of LWOP and of Furlough actions.

b. This subchapter does not cover extension of an employee's service with the agency by use of a new or different appointment authority. In these cases the action is processed as a conversion to a new appointment. See subchapters 9, 10, 11, 12, or 13.

c. References
   (1) See the following references for information on temporary appointments and extensions of these appointments:
   —Temporary Employment: FPM chapter 316, and FPM chapter 310.
   —Overseas Limited Employment: FPM chapter 301.
   —Term Employment: FPM chapter 316.
   —Excepted Employment: FPM chapter 302.
   —Canal Zone Temporary and Term Employment: Canal Zone Regulations, Title 35, C.F.R.
   (2) For more information on temporary promotions, and extensions of temporary promotions, see FPM chapter 335.
   (3) For information on details, see FPM chapter 300, subchapter 8.

S18–2. Instructions.

a. Compare data on SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. Table 18–A contains information about prior approvals and not-to-exceed dates. Follow any instructions required.

c. Review your agency's procedures on extensions of temporary actions and follow any special procedures which are required.

d. Use Table 18–B to determine the effect on FEGLI and FEHBA coverage when LWOP is extended. Follow instructions in that Table.

e. Use Table 18–D (for extensions of details) or Table 18–C (for extensions of other actions) to select the NOA/NOAC, Authority/Authority code and Remarks/Remark Codes (if required) for the action and put them in blocks 18A–F and 37 of the SF 52. Enter in block 14 (effective date) the date following the date on which the appointment or temporary action would otherwise expire.

f. If the action is extension of an excepted appointment *and*:

   (1) the employee is currently in tenure group "0"; *and*
   (2) he or she is currently serving under an excepted appointment limited to one year or less; *and*
   (3) he or she completes one year of current, continuous employment *on the effective date of the extension.*

   Then enter tenure group "3" in block 7 of SF 52. (See subchapter 26 for explanation of tenure groups.)

   In remarks section of SF 52 (block 37), enter remark T–11, "Completed one year of current continuous service"

g. Fill in the remaining blocks on SF 52 as required by instructions in subchapter 3.

h. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

i. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

j. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

k. Enter or update suspense or reminder dates in the service record system, on the SF 7 card, and in any other tickler system your agency maintains. These dates may include:

—NTE date for extension
—date for change to new Tenure Group
—date eligible for within grade increase
—number of days or hours to which appointment is limited

l. If the employee's tenure group changes, record the change in any other agency records which show tenure group (such as retention registers for reduction in force).

m. Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the extension should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency instructions to dispose of those not filed in the OPF.

n. If employee is a member or former member of the uniformed services who is subject to pay cap ♦ reporting procedures, ♦ make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this Guide for addresses of the pay centers.) When employee is subject to pay cap ♦ reporting procedures, ♦ there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

(1) Employee Copy—send to employee in accordance with your agency's instructions.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

(3) OPM Copy—submit to OPM as FPMIS input as prescribed in FPM supplement 298–1.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM supplement 293–31.

Table 18–A Time Limitations and Prior Approvals

R U L E	A	B	C	D
	If action is extension of	*And the*	*And the NTE date is*	*Then*
1	Appt NTE	Original appointment was based on the employee's eligibility for reinstatement	More than *two years* from the date of the original appointment	Make sure prior approval has been granted by the OPM. (See FPM Ch. 316, Subch. 4) you will cite this approval as part of the authority in block 18C–F of SF 52. If in doubt, ask your specialist.
2			Two years or less from the date of the original appointment	Prior approval of OPM is not required
3		Original appointment was under delegated authority to employ the relative of an employee to meet urgent needs (Reg 310.202)	More than 60 days from the date of the original appointment	Make sure prior approval has been granted by the OPM. (See FPM Ch. 316, Subch. 4.) You will cite this approval as part of the authority in block 18C–F of SF 52. If in doubt, ask your specialist.
4			60 days or less from the date of the original appointment	Prior approval of OPM is not required

Table 18–A Time Limitations and Prior Approvals—(Continued)

RULE	A	B	C	D
	If action is extension of	*And the*	*And the NTE date is*	*Then*
5	Appt NTE	Original appointment was made under delegated authority to make a one-month temporary limited appointment to meet a special need (Reg 316.402(a))	More than 60 days from the date of the original appointment	Make sure prior approval has been granted by the OPM. (See FPM Ch. 316, Subch. 4.) You will cite this approval as part of the authority in block 18C–F of SF 52. If in doubt, ask your specialist.
6			60 days or less from the date of the original appointment	Prior approval of OPM is not required
7		Original appointment was based on reasons other *than* those described in Rules 1—6 above	Beyond the time period for which the agency has delegated authority to extend the appointment	Make sure prior approval has been granted by the OPM. You will cite this approval as part of the authority in block 18C–F of SF 52. If in doubt, ask your specialist.
8			Not to exceed the period for which the agency has delegated authority to extend the appointment	Prior approval of OPM is not required
9	CA Appt NTE		Beyond the time period permitted by the appointment authority	Make sure prior approval has been granted by the Panama Canal Commission
10			Not to exceed the time period permitted by the appointment authority	Prior approval of the Commission is not required

Table 18–A Time Limitations and Prior Approvals—(Continued)

RULE	A *If action is extension of*	B *And the*	C *And the NTE date is*	D *Then*
11	Exc Appt NTE		Within the time period for which the agency can make and extend appointments under the authority used for the original appointment	Prior approval of OPM is not required
12	Term Appt NTE or CA Term Appt NTE			Make sure the NTE date of the extension is not more than 4 years from the date of the original appointment. If it is more, check with your specialist.
13	O/S Ltd Appt NTE	Appointment is part of a general program for rotating career and career conditional employees between overseas areas and the U.S. after specified periods of service		Make sure the NTE date of the extension is not more than 5 years from the date of the original appointment. If it is more, check with your specialist.
14		Appointment is not part of a rotation program described in Rule 13	Two years or less from the date of the original appointment	Prior approval of OPM is not required
15			More than two years from the date of the original appointment	
16	Prom NTE in the competitive service	Promotion was authorized under an agency agreement with OPM which covered limited term promotions	More than four years from date of the original promotion	Make sure that prior approval has been granted by OPM. You will cite this approval as part of the authority in block 18C–F of SF-52. If in doubt, ask your specialist.
17			More than two years from the date of the original promotion	

Table 18–A Time Limitations and Prior Approvals—(Continued)

R U L E	A	B	C	D
	If action is extension of	*And the*	*And the NTE date is*	*Then*
18	Prom NTE in the competitive service		More than 120 days from date of the original promotion	Make sure that competitive promotion procedures have been used. (See FPM ch. 335). You will cite these procedures as part of the authority in block 18C–F of SF 52. If in doubt, ask your specialist.
19			Less than 120 days from the date of the original promotion	Prior approval of OPM is not required. Competitive promotion procedures are not required
20	Detail NTE of employee serving under appointment in the competitive service	Detail is to a higher grade position during a major reorganization	More than 1 year from the initial detail	Make sure that competitive promotion procedures (FPM Ch. 335) were followed and prior approval has been granted by the OPM (FPM Ch. 300, Subch. 8.) You will cite both as the authorities in block 18C–F of SF 52.
21		Detail is to a position with greater growth potential		
22		Detail is to a position at the same or lower grade where growth potential is not a factor		Make sure that prior approval has been granted by the OPM. (See FPM Ch. 300, Subch 8). You will cite this approval as part of the authority in block 18C–F of SF 52.

Table 18-A Time Limitations and Prior Approvals–(Continued)

R U L E	A *If action is extension of*	B *And the*	C *And the NTE date is*	D *Then*
23	Detail NTE of employee serving under appointment in the competitive service	Detail is to a position with growth potential or to a higher grade position when there is no major reorganization underway	More than 240 days from the initial detail	Make sure that competitive promotion procedures (FPM Ch. 335) were followed and prior approval has been granted by the OPM (FPM Ch. 300, Subch. 8). You will cite both as the authorities in block 18C–F of SF 52.
24			More than 120 days but not more than 240 days from the initial detail	Make sure that competitive promotion procedures (FPM Ch. 335) were followed. You will cite these procedures as part of the authority in block 18C–F of the SF 52.
25		Detail is to an unclassified position	More than 120 days from the initial detail	Make sure that prior approval has been granted by the OPM. (See FPM Ch. 300, Subch. 8.) You will cite this approval as part of the authority in block 18C–F of SF 52.
26	Detail NTE of employee serving under appointment in the excepted service	Detail is to a higher grade position during a major reorganization	More than 1 year from the initial detail	
27		Detail is to a position at the same or lower grade		
28		Detail is to a position at a higher grade when there is no major reorganization underway	More than 240 days from the initial detail	

Table 18-A Time Limitations and Prior Approvals–(Continued)

RULE	A *If action is extension of*	B *And the*	C *And the NTE date is*	D *Then*
29	Detail NTE of employee serving under appointment in the excepted service	Detail is to an unclassified position	More than 120 days from the initial assignment	Make sure that prior approval has been granted by the OPM. (See FPM Ch. 300, Subch. 8.) You will cite this approval as part of the authority in block 18C–F of SF 52.
30	LWOP under 5 USC 3373, for assignment of employee to State or local government		More than two years from the initial LWOP action	Make sure that approval has come from the head of your agency.
31	LWOP to serve with an employee organization			

Table 18–B Effect of Extension of LWOP on FEGLI AND FEHBP

RULE	A	B	C
	If Personnel Action is Extension of	*And*	*Then*
1	LWOP under 5 U.S.C 3373, Assignment of employee to State or local government		No additional action is required
2	LWOP to serve with an employee organization		
3	LWOP to draw compensation for work injury	Employee has FEGLI coverage	Basic Life coverage remains in effect for up to 12 months of nonpay status unless the employee elects to convert to an individual policy. See FPM supplement 870-1, to decide if the employee may keep optional coverage, how the premiums are paid, and when the coverage terminates.
4		Employee is enrolled in the Federal Employees Health Benefits Program	The employee may be eligible to continue coverage for up to 365 days. Eligibility is determined by the agency and the Office of Workers' Compensation Programs. See FPM supplement 890–1 for instructions.
5	LWOP for reasons not covered under Rules 1–4 above	Employee has FEGLI coverage	Insurance continue without cost to the employee for up to 12 months, at which time the coverage is terminated. See FPM supplement 870–1.
6		Employee is enrolled in the Federal Employees Health Benefits Program	The employee may be eligible to continue coverage for up to 365 days ◆ if he or she pays the employee share of the costs. ◆ See FPM Supplement 890–1.

Table 18-C Extensions of Time-Limited Appointments and Extensions of Other Temporary Actions (See Note 1)

R U L E	A	B	C	D	E	F
	If action is extension of	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is*
1	Appt NTE or O/S Ltd Appt NTE	Prior approval was obtained from the OPM	760	Ext of Appt NTE (date)	AUM and (Enter same auth code as for initial appointment)	OPM Letter and (Enter same authority as for initial appointment)
2	Appt NTE or O/S Ltd Appt NTE or CA Appt NTE	Prior approval was not obtained from the OPM			(Enter same auth code as for initial appointment)	(Enter same authority as for initial appointment)
3	Exc Appt NTE					
4	A time-limited SES Appt		762	Ext of SES Appt NTE (date)		
5	Term Appt NTE or CA Term Appt NTE		765	Ext of Term Appt NTE (date)		
6	Summer Appt NTE	Prior approval was obtained from the OPM	761	Ext of Summer Appt NTE (date)	AUM and (Enter same auth code as for initial appointment)	OPM Letter and (Enter same authority as for initial appointment)
7		Prior approval was not obtained from the OPM			(Enter same auth code as for initial appointment)	(Enter same authority as for initial appointment)

Table 18–C Extensions of Time-Limited Appointments and Extensions of Other Temporary Actions (See Note 1)–(Continued)

RULE	A	B	C	D	E	F
	If action is extension of	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is*
8	Prom NTE in the Competitive Service ◆ (including Prom NTE under the Noncareer Exec Assignment System) ◆	Competitive promotion procedures were used for this extension or the initial temporary promotion (See Note 2.)	769	Ext of Promotion NTE (date)	N3M	Reg 335.102 Comp
9		Competitive promotion procedures were *not* used for this extension or the initial temporary promotion			N8M	Reg 335.102 Except to Comp
10	Prom NTE in the excepted service ◆ (including Prom NTE under the Noncareer Exec Assignment System ◆ (See Note 2.)				(Enter same auth code as for the temporary promotion)	(Enter same authority as for temporary promotion)
11	Position Change NTE in the Competitive Service	Competitive procedures were used for this extension or for the initial temporary position change (See Note 2.)	770	Ext of Psn Chg NTE (date)	N3M	Reg 335.102 Comp
12		Competitive procedures were *not* used for this extension or the initial temporary position change			N8M	Reg 335.102 Except to Comp

Table 18–C Extensions of Time-Limited Appointments and Extensions of Other Temporary Actions (See Note 1)–(Continued)

RULE	A	B	C	D	E	F
	If action is extension of	*And*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is*
13	Position Change NTE in the Excepted Service (See Note 2.)		770	Ext of Psn Chg NTE (date)	(Enter same auth code as for the temp psn chg)	(Enter same authority as for the temp psn chg)
14	LWOP NTE	Employee is on an assignment with state or local government under the Intergovernmental Personnel Act (IPA)	773	Ext of LWOP NTE (date)	N1M	Reg 334.104
15					(Enter same auth code as for the LWOP NTE)	(Enter same authority as for the LWOP NTE)
16	Furlough NTE		772	Ext of Furlough NTE (date)	(Enter same auth code as for the Furlough NTE)	(Enter same authority as for the Furlough NTE)

NOTES:

[1] When a different authority is used to extend an appointment, process the action as a conversion to a new appointment. See subchapters 9, 10, 11, 12, and 13.

[2] When competitive promotion procedures were followed, identify the promotion certificate number. Enter Remark code *K12*, and Remark. Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated *(dated)*. For example, "Selected from MPP Certificate No. 80-100 dated 02/01/80."

Table 18–D Extensions of Details (See Note 1)

RULE	A If action is extension of	B And	C And Total Time on Detail will be	D Then NOA is	E NOA is	F Auth Code is	G Auth is	H Required Remark Code is (See Note 2)
1	Detail of employee serving under appointment in the competitive service	to a position at a higher grade during a major reorganization	120 days or less	731	Ext of Detail NTE (date)	VPM	5 USC 3341 Reorg	
2			121 days–1year			VPM and N3M	5 USC 3341 Reorg and Reg 335.102 Comp	K12
3			over 1 year			VPM and ABM	5 USC 3341 Reorg and SF 59 approved (date)	
4		to a position at a higher grade when a major reorganization is not underway	120 days or less			VZL	5 USC 3341 Other	
5			121–240 days			VZL and N3M	5 USC 3341 Other and Reg 335.102 Comp	K12
6			over 240 days			VZL and ABM	5 USC 3341 Other and SF 59 Approved (date)	

Table 18–D Extensions of Details (Continued) (See Note 1)

R U L E	A *If action is extension of*	B *And*	C *And Total Time on Detail will be*	D *Then NOA is*	E *NOA is*	F *Auth Code is*	G *Auth is*	H *Required Remark Code is (See Note 2)*
7	Detail of employee serving under appointment in the competitive service	to a position at the same or lower grade with known growth or promotion potential	120 days or less	731	Ext of Detail NTE (date)	VWM	5 USC 3341 Growth	
8			121 days–1 year			VWM and N3M	5 USC 3341 Growth and Reg 335.102 Comp	K12
9			over 1 year			VWM and ABM	5 USC 3341 Growth and SF 59 Approved (date)	
10		to a position at same or lower grade with no known promotion potential	1 year or less			VLM	5 USC 3341	
11			more than 1 year			VLM and ABM	5 USC 3341 and SF 59 Approved (date)	
12		to an unclassified position	120 days or less			VSM	5 USC 3341 Unclass	
13			more than 120 days			VSM and ABM	5 USC 3341 Unclass and SF 59 Approved (date)	
14	Detail of an employee serving under appointment in the excepted service	to a position at a higher grade during a major reorganization	One year or less			V1M	5 USC 3341 Exc-Reorg	
15			More than 1 year			V1M and ABM	5 USC 3341 Exc-Reorg and SF 59 Approved (date)	

Table 18–D Extensions of Details (Continued) (See Note 1)

RULE	A	B	C	D	E	F	G	H
	If action is extension of	*And*	*And Total Time on Detail will be*	*Then NOA is*	*NOA is*	*Auth Code is*	*Auth is*	*Required Remark Code is (See Note 2)*
16	Detail of an employee serving under appointment in the Excepted Service	to a position at a higher grade position when a major reorganization is not underway	240 days or less	731	Ext of Detail NTE (date)	VMM	5 U.S.C. 3341 Exc-Other	
17			more than 240 days			VMM and ABM	5 U.S.C. 3341 Exc-Other and SF 59 Approved (date)	
18		to a position at the same or lower grade	One year or less			VNM	5 U.S.C. 3341 Exc	
19			more than one year			VNM and ABM	5 U.S.C. 3341 Exc and SF 59 Approved (date)	
20		to an unclassified position	120 days or less			VQM	5 U.S.C. 3341 Exc-Unclass	
21			more than 120 days			VQM and ABM	5 U.S.C. 3341 Exc-Unclass and SF 59 Approved (date)	

Table 18-D Extensions of Details (See Note 1) (Continued)

R U L E	A	B	C	D	E	F	G	H
	If action is extension of	*And*	*And Total Time on Detail will be*	*Then NOA is*	*NOA is*	*Auth Code is*	*Auth is*	*Required Remark Code is (See Note 2)*
♦22	Detail of an employee serving under appointment in the Senior Executive Service (SES)			731	Ext of Detail NTE (date)	VLM	5 U.S.C. 3341 ♦	
23	Detail to state or local government under the Intergovernmental Personnel Act (IPA)					N1M	Reg 334.104	
24	Detail to an international organization		No more than 8 years			VGM	5 U.S.C. 3343	

NOTES:

[1] Extensions of details, ♦ other than ones to State or local government or to an international organization, ♦ may be made only in increments of 120 days or less. For example, you may make an initial detail for 120 days, an extension for 120 days, and another extension for 120 days.

[2] Remark K12 is: Selected from (cite the number of the agency's Merit Promotion Certificate or list of eligibles) dated (date).

#19 Continuance NTE

Subchapter 19. Continuance NTE

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Subchapter 19. Continuance NTE

S19-1. Coverage.

a. A *continuance* is used (1) to document that an employee has received a waiver from mandatory retirement or (2) to extend the not-to-exceed date of a previous continuance.

b. Only the groups of employees listed in Table 19 are subject to mandatory retirement. For information on mandatory retirement age, see:
—FPM Supplement 831-1, Subchapter S8
—Section 8335, Title 5, U.S. Code (Appendix F of FPM Supplement 831-1)

c. Do not use continuance to effect an appointment immediately after retirement. (See subchapter 8 of this **Guide**).

S19-2. Instructions.

a. Compare data on SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. The continuance must have been approved by the proper authority. Proper approving authorities are shown in Table 19. You need the approval document to determine the proper authority and remark to enter on SF 52.

c. Place the following in blocks 18A-D of SF 52.

NOAC	*NOA*	*Authority Code*	*Authority*
750	Continuance NTE (date)	Show as applicable:	
		AUM	a. OPM Letter
	UNM	b. Agency Order	

Enter in block 37, the remark code and remark:
M42: Approved by (OPM Office or agency official) on (date).

The effective date is the date following the date on which the employee would otherwise be separated for mandatory retirement or the date following the not-to-exceed date of the previous continuance. The not-to-exceed (NTE) date is the date specified in the OPM letter or agency order which approves the continuance.

d. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

e. Follow your agency's instructions to obtain approval signature in block 38 of SF 52.

f. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

g. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

h. Enter or update suspense or reminder dates in the service record system, on the SF 7 card, and in any other tickler system your agency maintains. These dates may include:
—NTE date for continuance
—date eligible for within grade increase

i. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the continuance should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

j. Distribute SF 50 copies as follows:
  (1) Employee Copy—send to employee in accordance with your agency's instructions.
  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
  (3) OPM Copy—submit to OPM ★★ input as prescribed in FPM Supplement 298-1.
  (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
  (5) Chronological Journal copy—file as discussed in FPM Supplement 293-31.

Table 19. Who Must Approve Continuances

R U L E	A *If the employee is*	B *Then continuance must be approved by the*
1	A Law Enforcement Officer	Head of Agency
2	A Firefighter	
3	An Air Traffic Controller	Secretary of Transportation
4	Employed by the Alaska Railroad in Alaska	Office of Personnel Management Compensation Group, Washington, D.C. 20415
5	A U.S. Citizen who is employed on the Isthmus of Panama by the Panama Canal Commission	

#20 Name Chg

Subchapter 20. Name Change

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Subchapter 20. Name Change

S20-1. Coverage.

a. This subchapter covers the changes in personnel records needed when an employee's name is changed by marriage, court action, or other actions.

b. Do not use this subchapter to correct previous personnel actions which contain errors in the employee's name. Follow instructions in subchapter 32 on corrections.

c. More information on recording employee names in personnel records is found in FPM chapter 296.

S20-2. Use of SF 52.

Although an SF 52 is needed as the input document for many actions, its use for Name Change action is optional. The employee may use either an SF 52 or a memorandum to submit a request for Name Change.

When a memorandum is used, the personnel action may be prepared directly from the information in the employee's OPF (or your agency's automated system) and on the memorandum.

If your agency procedures require you to use the SF 52, it should be prepared in the requesting office.

S20-3. Instructions.

a. Advise the employee that each State has laws on legal names. A name change in the OPF is not a legal name change under State law.

b. Remind the employee to report the name change to the Social Security Administration.

c. If this action is due to a change in marital status, the employee may be eligible to make a change in health benefits. Check FPM Supplement 890-1, subchapter 11. If eligible, advise the employee.

d. If the employee is enrolled in a health benefits plan, prepare SF 2810 for the name change (and for any change in coverage that employee makes). Follow instructions in FPM Supplement 890-1, section S13-12.

e. Advise the employee to check any designations of beneficiary that he/she may have filed under the old name.

f. Place the following in blocks 18A-B of the SF 52/50:

NOAC	*NOA*
780	*Name Change from* (previous name)

◆ If the employee is serving under the Panama Canal Employment System, enter *TKL* in block 18C and *35 CFR 253.291* in block 18D of the SF 52/50. For all other employees, enter *CGM* in block 18C and *FPM chapter 296* in block 18D. ◆ The employee's *new* name goes in block 1 of SF 52/50. Enter in block 14 (Effective Date) the date on which SF 50 is prepared.

g. When SF 52 is used, follow instructions in subchapter 3 to complete remaining blocks on SF 52.

h. When a SF 52 is used, follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

i. Use subchapter 4 to see how the SF 50 should be completed. Follow agency instructions to have it signed or authenticated.

j. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. Also, record the employee's new name on SF 7 strip.

k. Record the name change on all the employee's other records, including SF 66A (Official Personnel Folder Tab Insert), agency locator files, etc.

l. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the change should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

m. Distribute SF 50 copies as follows:
  (1) Employee Copy—send to employee in accordance with your agency's instructions.
  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
  (3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298–1.
  (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
  (5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

#21 Realignment & Mass Transfer

Subchapter 21. Realignment and Mass Transfer

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21 Realignment and Mass Transfer

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Subchapter 21. Realignment and Mass Transfer

S21-1. Coverage.

a. This subchapter covers realignments and also actions taken by the *gaining* agency in mass transfers. These natures of action may be used for the Competitive, Excepted and Senior Executive Services.

b. This subchapter does *not* cover the following:

—Actions taken by the *losing* agency in mass transfers. (See subchapter 31 on Separations.)

—Movement of an employee and his/her position to a new duty station as part of a rotation program. (See subchapter 23, Change in Duty Station.)

—Movement of an employee and his/her position to a new duty station which is not the result of a transfer of function or an organization change. (For example, an agency loses its lease on a building and moves to a building in a different city in the same commuting area.) (See subchapter 23, Change in Duty Station.)

—Assignment of a different code to the employee's organization.

—Change in the name of the organization to which the employee is assigned when no change in function or in the employee's position, grade, salary, location, agency code, or submitting office number occurs. These changes do not have to be reported to the OPM and can be documented using an agency-assigned NOAC in the 900 series (one of the numbers reserved for agency use). (A sample notification of a change in organization name is shown as Figure 21-2.)

S21-2. Definitions.

a. A *realignment* is the movement of an employee and his/her position when:

—an organization change (such as reorganization or transfer of function) occurs,

—the employee stays in the same agency, *and*

—there is no change in the employee's position, grade or pay.

Information on transfer of function and reorganization is in FPM Chapter 351.

b. A *mass transfer* is the movement of an employee with his/her position to a different agency when:

—an organization change (such as a transfer of function takes place, *and*

—there is no change in the employee's position, grade, or pay.

S21-3. Office Responsible for Issuance of SF 50 or List Form.

a. *Realignment*. When the employing office changes, the gaining office issues SF 50 or list form.

b. *Mass Transfer*. The gaining agency issues SF 50 or list form for Mass Transfer. The losing agency issues SF 50 or list form for Termination—Appt in (agency) as required by subchapter 31.

S21-4. Instructions.

a. Check the administrative order or directive which authorizes the realignment or mass transfer. Determine how many employees are affected by the change. Also, determine whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your specialist.

b. Use Figure 21-1 to carry out the specific actions required for the Realignment or Mass Transfer. The actions are listed based on whether:

Personnel and payroll office both change—use Part One (following gaining or losing office instructions as appropriate).

Personnel office only changes—use Part Two (following gaining or losing office instructions as appropriate).

Payroll office only changes—use Part Three.

Neither payroll nor personnel office changes—use Part Four.

c. Change any agency records (such as employee locator files) required to reflect the organizational change.

d. When an SF 50 is to be prepared for a Realignment or Mass Transfer, check your agency procedures to see if an SF 52 will be prepared. Also check whether the office involved prepares it or whether it will be prepared in the personnel office. When an SF 52 is prepared:

   (1) If the office involved submits the SF 52, compare data on it with last action in the employee's Official Personnel Folder to be sure it is correct.

   If the SF 52 is prepared in the Personnel Office, it is used only as a working document to prepare the SF 50. No requesting official signatures are needed.

   (2) Use Table 21 to select the NOA/NOAC, Authority, Authority Code, Remark and Remark Code and put them in blocks 18A–F and 37 of SF 52. If the employee's duty station, location code, and/or agency code changes, enter the new data on SF 52.

   (3) Fill in remaining blocks of SF 52 as required by instructions in subchapter 3.

   (4) Follow your agency's procedures to get the approval signature on the SF 52.

   (5) Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

e. When list form of notice is used in lieu of SF 50, follow instructions in subchapter 4, section 2, to prepare and distribute it. In the case of a realignment action for an employee who is serving on a temporary assignment, his/her name should be asterisked or footnoted and the applicable remark placed below the list of names.

When temporary assignment is	*Use Remark Code and Remark*	
Promotion NTE (date)	M23	Continues Promotion NTE (date)
Position Change NTE (date)	M24	Continues Position Change NTE (date)

f. If employee is a member or former member of the uniformed services who is subject to pay cap ◆ reporting procedures, ◆ make another copy of the SF 50 (or of the list form of notice which was prepared for the employee's OPF) and send it to his/her uniformed service pay center. (See subchapter 8, in this **Guide,** for addresses of the pay centers.) When the employee is subject to pay cap ◆ reporting procedures, ◆ there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

g. Distribute SF 50 copies as follows:

—Employee Copy—send to employee in accordance with your agency's instructions.

—Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

—OPM Copy—submit to OPM as FPMIS input as prescribed in FPM supplement 298–1.

—OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

—Chronological Journal Copy—file as discussed in FPM supplement 293–31.

Figure 21-1. Actions Required in Realignment, Mass Transfer, and Change in Duty Station

Part One—Instructions When Both Personnel and Payroll Offices Change

LOSING OFFICE ACTIONS

(1) Issue SF 50 or list form. (See Note 1.)

(2) Furnish employee with completed Standard Form 8, Notice to Employee About Unemployment Insurance. (See Note 2.)

(3) Obtain completed original of SF 1150, Record of Leave Data, from the losing payroll office and file it in the employee's OPF on the right side.

(4) Complete SF 2810, Notice of Change in Enrollment ◆ Status ◆, if the employee is enrolled in a health benefits plan or prepare list of employees affected by the change (see FPM Supplement 890-1, S13.)

(5) Record the action in your service record system. Follow your agency's procedures if your office has an automated system. If your agency has a manual service control file, place the employee's SF 7 (Service Record Card) in the inactive file.

(6) Prepare the employee's OPF for transfer to the gaining personnel office. Check FPM Supplement 293-31 to make sure all required forms are filed in the OPF before it is transferred.

GAINING OFFICE ACTIONS

(1) Follow your agency instructions to obtain SON (Submitting Office Number) and Agency Code for gaining personnel office and organization. If the SON and/or Agency Code have not been established, follow instructions in FPM Supplement 298-1 to request them from the ★★ Assistant Director for Workforce Information, ★★ Office of Personnel Management, Washington, D.C. 20415.

(2) Issue SF 50 or list form. (See Note 1.)

(3) Request the employee's OPF from the losing personnel office. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's OPF. Follow your agency's instructions to dispose of those not filed in the OPF.

(4) Ask the employee to complete Form W-4 for Federal income tax withholding and W-5 (Earned Income Credit Advance Payment Certificate) if applicable. Also, the employee must complete State and/or local (city/county) income tax forms, if such forms are required by the localities in which the employee resides or works.

(5) If the employee changes residence to an area not covered by his/her health benefits plan:
—Explain to the employee that he/she has the option to change health benefits enrollment. (Specific changes permitted are listed on the back of the carrier copy of SF 2809.)
—Ask the employee to complete SF 2809, Health Benefits Registration Form. (See instructions on SF 2809 and in FPM Supplement 890-1, S7 and S13.)

(6) Prepare SF 2810, Notice of Change in Enrollment ◆ Status ◆, if the employee is enrolled in a health benefits plan and is continuing former coverage. (See FPM Supplement 890-1, S13-8.)

(7) Remove the employee's SF 1150, Record of Leave Data, from the OPF. Examine SF 1150 to obtain any information needed for personnel records—within grade increase due dates, etc.—and then forward it to the payroll office.

(8) Record the action in your service record system. If your system is automated, follow your agency's instructions. If your system is maintained manually, prepare an SF 7, Service Record Card, for the employee and record the action on the card.

Figure 21-1. Actions Required in Realignment, Mass Transfer, and Change in Duty Station–Continued

Part Two—Instructions When the Personnel Office Only Changes

LOSING OFFICE ACTIONS

(1) Issue SF 50 or list form. (See Note 1.)

(2) Record the action in your service record system. Follow your agency's procedures if your office has an automated system. If your agency has a manual service control file, place the employee's SF 7 (Service Record Card) in the inactive file. (See FPM Supplement 293-31.)

(3) Prepare the employee's OPF for transfer to the gaining personnel office. Check FPM Supp. 293-31 to make sure all required forms are filed in the OPF before it is transferred.

GAINING OFFICE ACTIONS

(1) Follow your agency instructions to obtain SON (Submitting Office Number) and Agency Code for gaining personnel office and organization. If the SON and/or Agency Code have not been established, follow the instructions in FPM Supp. 298-1 to request them from the ★★ Assistant Director for Workforce Information, ★★ Office of Personnel Management, Washington, D.C. 20415.

(2) Issue SF 50 or list form. (See Note 1.)

(3) Request the employee's OPF from the losing personnel office. Check FPM Supp. 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's OPF. Follow your agency's instructions to dispose of those not filed in the OPF.

(4) If the employee's residence changes to a different State, ask the employee to complete new state income tax withholding forms (if required). Also, if the employee's residence or worksite changes to a different local jurisdiction (i.e., city or county), ask the employee to complete new local income tax withholding forms if required by the localities.

(5) If the employee changes residence to an area not covered by his/her health benefits plan:

—Explain to the employee that he/she has the option to change health benefits enrollment. (Specific changes permitted are listed on the back of the carrier copy of SF 2809.)

—Ask the employee to complete SF 2809, Health Benefits Registration Form. (See instructions on SF 2809 and in FPM Supplement 890-1, S7 and S13.)

(6) Record the action in your service record system. If your system is automated, follow your agency's instructions. If your system is maintained manually, prepare an SF 7, Service Record Card, for the employee and record the action on the card.

Figure 21–1. Actions Required in Realignment, Mass Transfer, and Change in Duty Station–Continued

Part Three—Instructions When the Payroll Office Only Changes

(1) Follow your agency instructions to obtain Agency Code for gaining organization. If the Code has not been established, write to the Deputy Assistant Director for Work Force Information, Agency Compliance and Evaluation, Washington, D.C. 20415, to request it.

(2) Issue SF 50 or list form.

(3) Furnish employee with completed Standard Form 8, Notice to Employee About Unemployment Insurance. (See Note).

(4) Obtain completed original of SF 1150, Record of Leave Data, from the losing payroll office. Examine SF 1150 to obtain any information needed for personnel records (for example, within-grade increase due dates). Forward to the gaining payroll office.

(5) If the employee is covered by a health benefits plan, examine the instructions in FPM supplement 890–1, S13–8, carefully. Two separate SF's 2810, Notice of Change in Health Benefits Enrollment, must be prepared and distributed in accordance with those instructions.

(6) If the employee changes residence to an area not covered by his/her health benefits plan:

—Explain to the employee that he/she has the option to change health benefits enrollment. (Specific changes permitted are listed on the back of the carrier copy of SF 2809).

—Ask the employee to complete SF 2809, Health Benefits Registration Form. (See instructions on SF 2809 and in FPM Supplement 890–1, S7 and S13).

(7) Ask the employee to complete Form W–4 for Federal income tax withholding. Also, the employee must complete State and/or local (city/county) income tax forms, if such forms are required by the localities in which the employee resides or works.

(8) Record the action in your service record system. If your system is automated, follow your agency's instructions. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If the employee's position number has changed because of the action, also change the strip for the SF 7.

(9) Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's OPF. Follow your agency's instructions to dispose of those not filed in the OPF.

Figure 21-1. Actions Required in Realignment, Mass Transfer, and Change in Duty Station–Continued

Part Four—Instructions When Neither Personnel Nor Payroll Office Changes

(1) Follow your agency instructions to obtain Agency Code for gaining organization. If the Code has not been established, write to the Deputy Assistant Director for Work Force Information, Agency Compliance and Evaluation, Washington, D.C. 20415, to request it.

(2) Issue SF 50 or list form.

(3) Record the action in your service record system. If your system is automated, follow your agency's instructions. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card. If the employee's position number has changed because of the action, also change the strip for the SF 7.

(4) If the employee's residence changes to a different State, ask the employee to complete new state income tax withholding forms (if required). Also, if the employee's residence or worksite changes to a different local jurisdiction (i.e., city or county), ask the employee to complete new local income tax withholding forms if required by the localities.

(5) If the employee changes residence to an area not covered by his/her health benefits plan:
—Explain to the employee that he/she has the option to change health benefits enrollment. (Specific changes permitted are listed on the back of the carrier copy of SF 2809).
—Ask the employee to complete SF 2809, Health Benefits Registration Form. (See instructions on SF 2809 and in FPM supplement 890–1, S7 and S13).

(6) Check FPM supplement 293–31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's OPF. Follow your agency's instructions to dispose of those not filed in the OPF.

Notes:

[1] Only one SF 50 or list form is needed for each employee to effect a Realignment or Mass Transfer. The SF 50 or list form can be *prepared* by either the gaining or the losing office/agency. The action must be signed or authenticated and issued by the appropriate official in the gaining office/agency.

[2] FPM Chapter 850 requires an SF 8 be given to each employee who is transferred from the jurisdiction of one payroll office to another. Responsibility for preparation and distribution of the SF 8 may be assigned to the personnel office or to another office, at the discretion of the agency. When another office is responsible, notify it of the employees to whom SF 8 must be given.

Figure 21–2. Sample Notice that Name of Organization Has Changed

Personnel Action Notification
(Approved SF 50 Exception)

Nature of Action Code and Action: 9XX Chg in Organization Name
Effective Date: 01-03-82
Authority Code and Authority: ZLM Director's Memorandum of 12-16-81

Effective this date the Advisory Services Office, Work Force Information Division, is redesignated as the Work Force Records Management Branch, Work Force Information Division. Type of appointment, position, grade, salary, location code, agency code and submitting office number of employees who were assigned to the Advisory Services Office remain unchanged.

Robert N. Myers
Personnel Officer

DATE: 01-03-82

Table 21. Realignment and Mass Transfer

R U L E	A	B	C	D	E	F	G	H
	If	*And employee is serving on a*	*Then NOAC is*	*NOA is*	*Auth Code is*	*Authority is*	*Remark Code is*	*Remark is*
1	The agency changes (mass transfer)		132	Mass Transfer	ZLM	(Enter Law, Executive Order, Presidential Reorganization Plan, etc., which authorized the action)		
2	The agency does not change (realignment)	Promotion NTE (date)	790	Realignment			M23	Continues 703 Promotion NTE (date)
3		Position Change NTE (date)					M24	Continues 741 Psn Change NTE (date)
4		Rules 2 and 3 do not apply						

#22 Chg in FEGLI

Subchapter 22. Change in FEGLI

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S22–2. Definitions

S22–3. Use of SF 52

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Subchapter 22. Change in FEGLI

S22-1. Coverage.

a. This subchapter covers a change in an employee's life insurance coverage when no other change takes place on the same date. See FPM supplement 870-1 for additional information on FEGLI coverage.

b. This subchapter does *not* cover correction of an error. (See subchapter 32.)

S22-2. Definitions.

An employee's life insurance coverage may be one of the following:

Type of Coverage	*Code on SF 50*
Ineligible	A
Waived	B
Covered	C-Z

S22-3. Use of SF 52.

Although an SF 52 is needed as the input document for many actions, its use for Change in FEGLI actions is optional. The SF 50 may be prepared directly from the information in the employee's OPF (or your agency's automated system) and the information on the SF 2817. If your agency procedures require you to use the SF 52, it may be prepared in the requesting office or in the Personnel Office. When an SF 52 is prepared, no requesting officials' signatures are needed.

S22-4. Instructions.

a. When an employee indicates that he or she wants to apply for life insurance, change, or drop coverage, use subchapter 5 to see what forms must be obtained or prepared with the action. Follow the instructions in that subchapter to complete and distribute them.

b. Place code and definition for employee's new coverage (or waiver) in block 9 of the SF 52/SF 50. Codes and definitions are listed in FPM supplement 292-1.

Use the NOAC/NOA, Authority, and Authority Code shown below for the action and place them in blocks 18A-F of the SF 52/SF 50.

NOAC	*NOA*	*Auth Code*	*Authority*
881	FEGLI Chg	DPM	FPM Ch. 870

c. Use table 22 to decide the effective date of a FEGLI election, cancellation, or termination, and place the date in block 14 of the SF 52/SF 50.

d. When SF 52 is used, follow instructions in subchapter 3 to complete remaining blocks on SF 52; follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

e. Use subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

f. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

g. File original copy of SF 2817 on right-hand side of OPF.

h. Distribute SF 50 copies as follows:

- —Employee Copy—send to employee in accordance with your agency's instructions.
- —Payroll Copy—send to your payroll office along with duplicate copy of SF 2817.
- —OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM supplement 298-1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆
- —OPF Copy—file on permanent (right) side of employee's Official Personnel Folder. ◆ (Note: Make sure that all entries on the SF 50 copy that is placed in the employee's OPF are readable.) ◆
- —Chronological Journal Copy—file as discussed in FPM supplement 293-31.

Table 22. Effective Date for Change in FEGLI

RULE	A *If Reason For Change Is*	B *And*	C *Then Effective Date Is (See Note 1.)*
1	Election of Basic Life coverage by employee	Employee formerly declined or cancelled coverage	First day employee is on duty in a pay and duty status following date OFEGLI approves coverage (on SF 2822, Request for Insurance). If employee does not enter on duty in a pay status within 31 days after approval date of SF 2822, approval is void.
2	◆ Employee who already had Basic Life coverage elects Standard Optional (Option A), and/or Additional Optional (Option B) coverage after OFEGLI approved coverage (on SF 2822) ◆		First day employee is on duty in a pay and duty status on or after date OFEGLI approves coverage (on SF 2822) and the employee's request for insurance (SF 2817, Life Insurance Election) is received in employing office. If employee does not return SF 2817 and enter on duty in a pay status within 31 days after approval date of SF 2822, approval is void.
3	◆ Employee who already has Basic Life coverage has acquired a family member (either a spouse or a child) ◆	◆ As a result of that change in family status, employee elects or makes a change to Additional Optional (Option B) coverage and/or elects or makes a change to Family (Option C) coverage ◆	First day employee is on duty in a pay and duty status on or after the day the election of coverage (SF 2817) is received in the employing office. The SF 2817 must be submitted within 60 days of the event.
4	Belated election of coverage when employing office determines employee was unable, for cause beyond his/her control, to elect coverage within the prescribed time limits.		Pay period beginning immediately after the one in which the employee first became eligible for the options; the date the employee was first eligible for basic. (See FPM supplement 870-1, S2.)

Table 22. Effective Date for Change in FEGLI—Continued

R U L E	A	B	C
	If Reason For Change Is	*And*	*Then Effective Date Is*
5	Employee waives all or waives a part of FEGLI coverage	Agency receives waiver after employee's first pay period in the agency. (See Note 1.)	The first day of the pay period immediately following the one in which the SF 2817 is received by the employing office (coverage under Basic and/or the option(s) being waived stops at the end of the pay period in which the waiver is received).
6	Coverage being terminated because employee has been in nonpay status for 12 months		The end of the day on which employee completes 12 months in nonpay status. (See Note 2.)
7	Coverage being terminated because employee does not complete four consecutive months in a pay status after he/she returns to duty from 12 months in nonpay status		The end of the last day of the employee's last pay period in pay status.
◆8	Coverage being terminated because employee changes to an intermittent work schedule	Is not expected to return to the full-time or part-time schedule	Same date as effective date for change in work schedule ◆

NOTES:

[1] When the waiver is received *during* the employee's first pay period with the agency, it is effective on the date of receipt and no deductions are made for FEGLI. See Table 5–F for instructions on how to document the employee's decision.

[2] Code coverage in these situations as A–Ineligible.

#25 Chg in Duty Station

Subchapter 23. Change In Duty Station

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Subchapter 23. Change in Duty Station

S23-1. Coverage.

a. A change in duty station occurs when an ◆ employee's office is moved to a new geographic location (city and state) and *no other change occurs*. (Example: employee's office is located in a building in Washington, D.C. When the building is torn down, the office is moved to a building in nearby Arlington, Virginia. The only change that occurs is in the address of the employee's office.) ◆ This personnel action is only necessary when the change is permanent; it is not required for temporary moves.

b. This subchapter does not cover actions that document:

◆ (1) a change that results when the employee leaves one position in the agency to accept another position in the agency (see subchapter 14);

(2) a change that occurs when the employee's duties and responsibilities in the current job change and the position description is altered or rewritten (see subchapter 14);

(3) a change in organizational relationships, such as when the branch to which the employee is assigned is moved from Division A to Division B with no change occuring in the employee's position title, grade, series, duties, or responsibilities (see subchapter 21); or

(4) a change in the ceiling or personnel "slot" against which the employee is assigned with no change occurring in the employee's position title, grade, series, duties, or responsibilities. (If your agency wants to record this on an SF 50, use a 900 series NOAC and do not report the action to OPM.) ◆

S23-2. Instructions.

a. Document the change in duty station for each employee involved. Use either SF 50 (for each employee) or a list form (listing all employees covered by the change.)

—If SF 50 is used, follow instructions in *b* through *f* below.

—If a list form is used, follow the instructions in b and c below, and in subchapter 4 section 2 to prepare it. Then follow the instructions in *f* below.

b. Check the administrative order or directive that authorizes the change in duty station. Determine how many employees are affected by the change. Also, determine whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist.

c. Subchapter 21 has instructions to follow based on changes in the personnel and/or payroll offices. Turn to figure 21-1 and take the appropriate actions in that table for each employee involved:

Personnel and payroll office both change—go to figure 21-1, Part One, (follow gaining or losing office instructions as appropriate).

Personnel Office only changes—go to figure 21-1, Part Two, following gaining or losing office instructions as appropriate.

Payroll Office only changes—go to figure 21-1, Part Three.

Neither payroll nor personnel office changes—go to figure 21-1, Part Four.

d. When an SF 50 is to be prepared for a change in duty station, check your agency's procedures to see whether the office involved prepares the SF 52 or whether it is prepared in the Personnel Office.

(1) If the office involved submits the SF 52, compare data on it with the last action in the employee's Official Personnel Folder to be sure it is correct. If the SF 52 is prepared in the Personnel Office, it is used only as a working document to prepare the SF 50. No requesting official signatures are needed.

(2) Use the following to complete blocks 18A–D of SF 52.

NOAC	*NOA*	*Auth Code*	*Authority*
792	Chg in Duty Station	UNM	(Agency directive or administrative order authorizing the change)

Enter the employee's *new* duty station and location code in blocks 34 and 39J of SF 52. No remarks are required.

(3) Fill in the remaining blocks on SF 52 as required by instructions in subchapter 3.

(4) Follow your agency's procedures to get the approval signature on the SF 52.

(5) Prepare SF 50 from the information on the SF 52. Refer to Subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

e. Distribute SF 50 copies as follows:

—Employee Copy—send to employee in accordance with your agency's instructions.

—Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

—OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF). submit to OPM as prscribed in FPM supplement 298–1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

OPF Copy—file on permanent (right) side of employee's Official Personnel Folder. ◆ (NOTE: Make sure that all entries on the SF 50 or list form copy that is placed in the employee's OPF are readable.) ◆

—Chronological Journal Copy—file as shown in FPM supplement 293–31

f. Change any agency records (such as employee locator files) to reflect the change in duty station.

Subchapter 24. Change In Work Schedule/Change In Hours

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24 Actions to be Taken When Work Schedule Changes from Intermittent to Part-time or Full-time

Subchapter 24. Change in Work Schedule/Change in Hours

S24-1. Coverage.

a. This subchapter covers changes in the work schedule or time basis on which an employee ◆ is paid, including changes between seasonal and non-seasonal work schedules. ◆

It also covers change in the total number of hours during the pay period that a part-time employee is scheduled to work. ◆ (Note that a Change in Hours action must be processed when the total number of hours per pay period changes for three (3) or more pay periods; if the change will be for only one (1) or two (2) pay periods, the agency is not required to process an SF 50, though it may do so if it wishes.) ◆

b. This subchapter does *not* cover changes in the scheduled hours of the day or days of the week during which a part-time employee will work if there is no change in the *total number* of hours he/she will work. If your agency uses an SF 50 to record such change, use a 900 series NOAC and do not report the action to OPM.

S24-2. Definitions.

a. *Work Schedule* means a full-time schedule, part-time schedule, or intermittent schedule.

b. A *Full-time* schedule requires most employees to work 40 hours during the workweek. Exceptions to this are listed in CS Reg. 550.101(b).

c. *A Part-time* schedule requires an employee to work less than full-time but for a definite number of hours on a prearranged scheduled tour of duty made at the time of appointment.

d. An *Intermittent* schedule requires an employee to work on an irregular basis for which there is no prearranged scheduled tour of duty.

◆ e. A *Seasonal employee* is an employee who works on an annual recurring or on-call basis and for less than 2080 hours per year. ◆

S24-3. Instructions.

a. Compare data on SF 52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. After SF 52 is approved, use table 24–A to select NOA/NOAC, Authority and Authority code and put them in blocks 18A–D of SF 52. Use table 24–B to select the remarks and enter them in block 37. If the change in work schedule or hours is effective at the same time as another action, both actions can be effected on the same SF 50. Refer to the subchapter which covers that action and select the NOA/NOAC, Authority and Authority Code, Remarks and Remarks codes for that action, as well. Put them in blocks 18A–F and 37 of the SF 52 and enter NOAC/NOA, authority and authority code for the change in work schedule or hours in blocks 19A–F. If the employee's work schedule changes, enter the code for the new schedule in block 16 of the SF 52. (See FPM Supplement 292–1 for the codes.)

c. Follow instructions in figure 24 for additional steps which must be taken in processing changes from intermittent to full-time or part-time.

d. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3.

e. Use subchapter 5 to see what forms must be obtained or prepared with action. Follow instructions in that subchapter to complete and distribute them.

f. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

g. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

h. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

i. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

j. If employee is a member or former of the uniformed services who is subject to pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this Guide for addresses of the pay centers.) When the employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

k. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency's instructions.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other form created with the action.

(3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298-1.

NOTE: Do not report a change in tour of duty of an employee when there is no change in work schedule or total hours do not change.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

Table 24–A Change in Work Schedule and Change in Hours

RULE	A	B	C	D	E	F	G	H
	If	*And the*	*And the*	*And the employee is*	*Then NOAC is*	*NOA Is*	*Auth Code Is*	*Auth Is*
1	Employee's work schedule is changed to a different type of work schedule	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work schedule	VXM	5 USC 6101
2			Change is NOT requested by the employee	Is covered by CS Regs, Part 752			RAH	Reg 752.401
3				Is NOT covered by CS Regs, Part 752			VXM	5 USC 6101
4		Total number of work hours increases or remains the same						
5	The total number of hours under a part-time work schedule is changed	Total number of work hours is reduced	Change is at the employee's request		782	Chg in hours		
6			Change is under conditions previously agreed to by the employee.					
7			Change is NOT requested by the employee	Is covered by CS Regs, Part 752			RAH	Reg 752.401

Table 24-A Change in Work Schedule and Change in Hours

RULE	A	B	C	D	E	F	G	H
	If	*And the*	*And the*	*And the employee is,*	*Then NOAC is*	*NOA Is*	*Auth Code Is*	*Auth Is*
8	The total number of hours under a part-time work schedule is changed	Total number of work hours is reduced	Change is NOT requested by the employee	Is not covered by CS Regs, Part 752	782	Chg in hours	VXM	5 USC 6101
9		Total number of work hours increases						

Table 24–B Remarks

R U L E	A	B	C	D
	If employee's	*And*	*Then Remark Code is*	*Remark is*
1	Work schedule is changed from intermittent	The intermittent service was employment with pay	G30	Intermittent employment totalled (number) days in pay status from (date) to (date). (See Note)
2		The intermittent service was without compensation	G29	Intermittent employment totalled (number) days in work status from (date) to (date). (See Note)
3	New work schedule is part-time		M32	Tour of duty will be (days and hours of work).
4	Total number of hours scheduled to work is increased or remains the same			
5	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20 and M32	Action at employee's request. Tour of duty will be (days and hours of work).
6		Change in work schedule or hours in *not* at employee's request	M32	Tour of duty will be (days and hours of work).

NOTE: If this information is not available when SF 50 is issued, issue a correction action later when the information is available.

Figure 24 Actions to be Taken When Work Schedule Changes from Intermittent to Part-Time or Full-Time

If employee is serving this	*Take these actions*
1. Under a time limited appointment	A. Figure new SCD (see Note 1).
2. A probationary period or trial period	A. Figure new SCD (see Note 1). B. Adjust waiting period for WGI (see Note 1). C. Adjust probationary period completion date (see Note 1). D. Adjust waiting period for conversion to career or permanent appointment (see Note 1). E. Decide if employee is eligible for Civil Service Retirement (CSR) Coverage (see Note 2). F. Decide if employee is eligible for Federal Employees Group Life Insurance (FEGLI) and, if so, have employee complete SF 2817, Life Insurance Coverage (see Notes 3 and 5). G. Decide if employee is eligible for Federal Employees Health Benefits (FEHB) Coverage and, if so, have employee complete SF 2809 Health Benefits Registration Form (see Notes 4 and 5).
3. Under career-conditional appointment or excepted appointment in tenure group 2 but is not serving a probationary or trial period	A. Figure new SCD (see Note 1). B. Adjust waiting period for WGI (see Note 1). C. Adjust waiting period for conversion to career or permanent appointment (see Note 1). D. Decide if employee is eligible for Civil Service Retirement (CSR) Coverage (see Note 2). E. Decide if employee is eligible for Federal Employees Group Life Insurance (FEGLI) and, if so, have employee complete SF 2817, Life Insurance Coverage (see Notes 3 and 5). F. Decide if employee is eligible for Federal Employees Health Benefits (FEHB) Coverage and, if so, have employee complete SF 2809 Health Benefits Registration Form (see Notes 4 and 5).

Figure 24 Actions to be Taken When Work Schedule Changes from Intermittent to Part-Time or Full-Time (Continued)

If employee is serving this	*Take these actions*
4. Under career appointment or permanent excepted appointment.	A. Figure new SCD (see Note 1). B. Adjust waiting period for WGI (see Note 1). C. Decide if employee is eligible for Civil Service Retirement (CSR) coverage (see Note 2). D. Decide if employee is eligible for Federal Employees Group Life Insurance (FEGLI) and, if so, have employee complete SF 2817, Life Insurance Coverage (see Notes 3 and 5). E. Decide if employee is eligible for Federal Employees Health Benefits (FEHB) coverage and, if so, have employee complete SF 2809, Health Benefit Registration Form (see Notes 4 and 5).

NOTES:

[1] ◆ Use Figure 6–12 to convert days worked on an intermittent basis to months and days of creditable service. When only the number of hours is available, divide that number by eight to obtain a "days worked" figure and then use Figure 6–12. ◆

[2] Use FPM supplement 831-1 to determine eligibility for CSR coverage; an employee given a career-conditional or career appointment automatically acquires coverage at the time he/she enters Federal Service.

[3] Use FPM supplement 870-1 to determine eligibility for FEGLI coverage.

[4] Use FPM supplement 890-1 to determine eligibility for FEHB coverage.

[5] Intermittent employees are not eligible for coverage under FEGLI or FEHBP. When an intermittent employee changes to part-time or full-time, he/she may become eligible if his/her position meets the criteria for coverage. If the employee already has coverage because of previous part-time or full-time employment, no action is necessary.

Subchapter 25. Change in Service Computation Date (SCD)

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Subchapter 25. Change In Service Computation Date (SCD)

S25–1. Coverage.

a. This subchapter covers a change in an employee's service computation date (SCD) for leave when no other change takes place.

  (1) This can occur when:

  —service claimed by employee is later made creditable by statute or OPM ruling;

  —service claimed and verified by employee at time of appointment was denied and should have been credited;

  —employee claims additional creditable service not claimed at time of appointment; or

  —service claimed at time of appointment is later verified.

  (2) When an employee is on a full-time or part-time work schedule, adjustments must be made to his/her total creditable service (and, therefore, to his/her SCD) to compensate for excess time in nonpay status during a calendar year. For leave accrual and RIF purposes, an employee on a part-time or full-time work schedule may accumulate up to six months per calendar year in nonpay status without his/her SCD being affected. Nonpay time in excess of six months per calendar year must be deducted from the employee's total creditable service and his/her SCD must be adjusted. An adjustment is necessary at the beginning of the calendar year if the employee has accumulated more than six months in nonpay status during the previous calendar year.

  (3) When an employee serves on an intermittent work schedule, he/she may receive credit only for the days on which he/she is in a work or pay status. For these employees, an SCD change should be processed at the beginning of each calendar year to reflect service during the previous year.

b. This subchapter does not cover:

  (1) Correction of an error in SCD which is the result of a typing or mathematical error. (See subchapter 32 for instructions on corrections.)

  (2) Change in SCD on a return to duty from nonpay status; the change in SCD would be recorded on the SF 50 for Return to Duty. See subchapter 16.

  (3) Change in SCD at the time an employee's work schedule changes from intermittent to full-time or to part-time. The change in SCD would be recorded on the SF 50 for Change in Work Schedule. See subchapter 24.

c. More information on SCD's is found in subchapter 6.

S25–2. Use of SF 52.

Although an SF 52 is needed as the input document for many actions, its use for Change in SCD actions is optional. The SF 50 may be prepared directly from the information in the employee's OPF (or your agency's automated system) and the information on the SF 144. If your agency's procedures require you to use the SF 52, it will be prepared in the personnel office and no requesting official signatures are needed.

S25–3. Instructions.

a. If employee is claiming credit for additional service, use subchapter 6 to determine whether that service is creditable.

b. Compute the employee's new SCD. The instructions for doing this are in subchapter 6.

c. Use the NOAC/NOA, Authority and Authority Code shown below and place them in blocks 18A–D of the SF 52/SF 50.

NOAC	*NOA*	*Authority Code*	*Authority*
882	Chg in SCD	VZM	5 USC 6303

Put the new SCD in block 6 of SF 52. Turn to Table 25 decide the effective date of the change and to select the proper remarks; enter effective date in block 14 and remarks codes/remarks in block 37.

d. When SF 52 is used, follow instructions in subchapter 3 to complete remaining blocks on SF 52; follow your agency's instructions to obtain approval signature in block 38 of the SF 52. (When an SF 52 is not used, the SF 50 must be signed or authenticated on or before the effective date of the action.)

e. Use subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

f. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

g. Change any other agency records which use the SCD. (If the change will be reflected on a reduction-in-force retention register, review subchapter 6 of this Guide and FPM Chapter 351. The SCD for RIF purposes may differ from the SCD for leave accrual rate).

h. Check FPM supplement 293-31 to decide if any of the documents submitted with or created in connection with the change should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

i. Distribute SF 50 copies as follows:
   (1) Employee Copy—send to employee in accordance with your agency's instructions.
   (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.
   (3) OPM Copy—submit to OPM as FPMIS input as prescribed in FPM supplement 298-1.
   (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.
   (5) Chronological Journal Copy—file as discussed in FPM supplement 293-31.

Table 25 Effective Date and Remarks for Change in SCD

R U L E	A	B	C	D
	If Reason for Change is	*Then Effective Date Is*	*Required Remark Code is*	*Remark Is*
1	Service claimed by employee is later made creditable by statute	Date set by statute	B33	Changes SCD from (date) to reflect service which has been ruled creditable.
2	Service claimed by employee is later made creditable by OPM ruling	Effective date of rule		
3	Employee claims additional creditable service not claimed at time of appointment	Date evidence of service is received in Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.
4	Adjustment of SCD to reflect days worked under intermittent appointment during preceding calendar year.	Beginning of the year	B31	Changes SCD from (date) to reflect (number) days worked under intermittent appointment(s).
5	Adjust SCD to reflect excess time in nonpay status during previous calendar year when employee is serving on a part-time or full-time work schedule	Beginning of calendar year following one in which excess nonpay time was accumulated	B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year).
◆6	Employee is removed from uniformed service Temporary Disability Retirement List and given a discharge	Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service. ◆

Table 25 Effective Date and Remarks for Change in SCD–(Continued)

R U L E	A *If Reason for Change is*	B *Then Effective Date Is*	C *Required Remark Code is*	D *Remark Is*
7	Service claimed at time of appointment is later verified	Date of appointment (See Note)	B35	Changes SCD from (date) because (state reason).
8	Service claimed and verified at time of appointment was denied and should have been credited			

NOTE: If your agency's system will not accept a change which is effective on the date of appointment (because intervening actions have occurred) use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.

#26 Chg in Tenure Group

Subchapter 26. Change in Tenure Group

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Subchapter 26. Change in Tenure Group

S26-1. Coverage.

a. This subchapter covers the changes in personnel records required when an employee's tenure group changes and no other personnel action occurs; see Figure 26 for definitions.

b. Examples of a change in tenure group include:

(1) An employee serving with career-conditional tenure completes the 3-year service requirement for career tenure. (The employee moves from group 2 to group 1.)

(2) A career employee completes a probationary period. (The employee moves from group 2 to group 1.)

◆ (3) An excepted service employee whose appointment was conditional completes the agency's service requirement for a permanent appointment. ◆

(4) A permanent employee in the excepted service completes a trial period. ◆ , entitling him/her to move ◆ from group 2 to group 1.)

(5) An excepted service employee who is serving under an appointment limited to one year or less completes one year of current, continuous employment. (The employee moves from group 0 to group 3.)

c. This chapter does not cover correction of an erroneous tenure group code on a previous SF 50. (See subchapter 32 for instructions on corrections.)

S26-2. Use of SF 52.

Although an SF 52 is needed to process many actions, its use for Change in Tenure Group Actions is optional. The SF 50 for Change in Tenure group can be prepared directly from the information in the employee's OPF (or in your agency's automated system) and the information in your service record system.

When an SF 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the SF 50. No requesting official signatures are needed.

S26-3. Instructions.

a. Review Figure 26 carefully. If the employee's type of appointment changes, use a conversion action instead of a change in tenure group.

b. Use Table 26 to select NOA/NOAC, Authority/Authority code, and Remarks/Remarks codes and put them in blocks 18A–D and 37 of the SF 52/SF 50.

c. When an SF 52 is used, follow the instructions in subchapter 3 to complete the form; follow your agency's instructions to obtain the approval signature in block 38 of the SF 52. (When an SF 52 has *not* been used, the SF 50 must be signed or authenticated on or before the effective date of the action.)

d. Follow the instructions in subchapter 4 to complete the SF 50. Follow your agency's instructions to have it signed or authenticated.

e. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

f. Post the change in tenure on any other agency's records which show tenure groups (such as retention register for reduction in force).

g. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the change should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

h. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency's instructions.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

(3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298-1.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

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Table 26 Change in Tenure Group

RULE	A	B	C	D	E	F	G	H
	If Employee's Position is in the	And the change results from	Then NOAC is	NOA is	Auth Code is	Authority is	Required Remark Code is	Remark is
1	Competitive Service	Completion of 3-year service requirement for career tenure	880	Chg in Tenure Group	KMM	Reg 315.202	T07	Completed service requirement for career tenure from (date) to (date).
2		Employee with career status completing a probationary period and moving from tenure group 2 back to tenure group 1			PGM	Reg 351.501	E04	Initial probationary period completed.
3		Reasons other than those in Rules 1 or 2					T29	(Briefly state reason for change in tenure group.)
4	Excepted Service	Completion of trial period			PKM	Reg 351.502	E03	Trial period completed.

Table 26 Change in Tenure Group (Continued

R U L E	A	B	C	D	E	F	G	H
	If Employee's Position is in the	*And the change results from*	*Then NOAC is*	*NOA is*	*Auth Code Is*	*Authority is*	*Required Remark Code is*	*Remark is*
5	Excepted Service	Employee who is on an appointment NTE one year (or less) completing one year of current continuous service	880	Chg in Tenure Group	PKM	Reg 351.502	T11	Completed one year of current, continuous service.
6		Completion of the three-year service requirement for Career Appt under the ◆ Panama Canal Employment ◆ System			◆TLK◆	◆ 35 CFR ◆ 253.42(b)	T07	Completed service requirement for career tenure from (date) to (date).
7		Conversion to Career tenure of a CA Career-Conditional employee (who had been appointed non-competitively) when he/she meets the service requirement for career tenure			◆TSK◆	◆ 35 CFR ◆ 253.45(a)		
8		Reasons other than those in Rules 4–7			PKM	Reg 351.502	T29	(Briefly state reason for change in tenure group.)

Figure 26 Tenure Group Definitions

Tenure Group	*Competitive Service*	*Excepted Service*
0	Employees who are not in Tenure Groups 1, 2 or 3	Employees who are not in Tenure Groups 1, 2 or 3
1	Employees who are serving under career appointments and a) Have completed initial appointment probation or b) Are not required to serve initial appointment probation	Employees whose appointment carries no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
2	Employees serving under career-conditional appointment, and career employees serving initial appointment probation	Employees who are serving a trial period and employees whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system
3	Employees who are serving under: a) Temporary appointment pending establishment of register (TAPER), b) Term appointment, c) Appointment-Status Quo, d) Any appointment designated as indefinite, or e) Any other nonstatus nontemporary appointment	Employees who: a) are serving under indefinite appointment, that is appointments without specific time limitation but not actually (or potentially) permanent; b) are serving under appointment with specific time limitations of more than one year; or c) though currently under appointments limited to one year or less, complete one year of current, continuous service

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#27 Chg in Vet Pref

Subchapter 27. Change in Veteran Preference

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Subchapter 27. Change in Veteran Preference

S27-1. Coverage.

a. This subchapter covers a change in an employee's veteran preference when preference is allowed, lost, or changed after an employee's appointment. Subchapter 7 tells you how to determine veteran preference. See FPM chapter 211 for additional information.

b. This chapter does not cover correction of an error. (See subchapter 32 for instructions on corrections.)

S27-2. Use of SF 52.

Although an SF 52 is needed to process many actions, its use for change in Veteran Preference actions is optional. The SF 50 for these actions can be prepared directly from the information in the employee's OPF (or in your agency's automated system) and the documents submitted by the employee in support of the change. When an SF 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the SF 50. No requesting official signatures are needed.

S27-3. Instructions.

a. Use subchapter 7 to see if adequate evidence has been furnished to support the change.

b. If the change in preference occurs because the employee claimed military service (that he or she did not claim before) then go to subchapter 6 to determine if this service is creditable for leave. Record the service on the back of SF 144. Compute the new SCD using the instructions in subchapter 6.

c. Use the following to complete blocks 18A-D of SF 52/50.

NOAC	*NOA*	*Authority Code*	*Authority*
883	Chg in Vet Pref	CCM	FPM Chapter 211

(1) If the employee is a military retiree, check table 8-D in subchapter 8 to see if remark regarding use of veteran preference in reduction-in-force is required. If it is, enter it in remarks block of SF 52.

(2) If SCD changes, record new date in block 6 of SF 52. Show in remarks: B35-Changes SCD from (date) because (state reason).

d. When an SF 52 is used, follow the instructions in subchapter 3 to complete the form; follow your agency's instructions to obtain the approval signature in block 38 of the SF 52. (When an SF 52 is not used, the SF 50 must be signed or authenticated on or before the effective date of the action.)

e. Follow instructions in subchapter 4 to complete the SF 50. Follow your agency's instructions to have it signed or authenticated.

f. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

g. Record change in any other agency records which use veteran preference (such as reduction-in-force retention records).

h. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the change should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

i. Distribute SF 50 copies as follows:

(1) Employee Copy—send to employee in accordance with your agency's instructions.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action

(3) OPM Copy—submit to OPM as prescribed in FPM Supplement 298-1.

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM Supplement 293-31.

#28 Chg in Data Element

Subchapter 28. Change in Data Element

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28 When to Process a Change In Data Element Action

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Subchapter 28. Change in Data Element

S28-1. Coverage.

a. This subchapter explains how to document changes in one or more of the FPMIS data elements when no other personnel action takes place. The data elements covered by this subchapter are:

Academic Discipline
Agency Subelement Code
Annuitant Indicator
Bargaining Unit Status
Citizenship Status
Education Level
FLSA Exemption Status
Functional Classification of Scientists and Engineers
Occupational Code
Pay Rate Determinant
Position Occupied
Race and National Origin Identification (RNO)
Reportable Handicap
Retirement Code
SON (Submitting Office Number)
Supervisory or Nonsupervisory Indicator
Year Degree Attained

Figure 28 lists the circumstances when a "Change in Data Element" action can be processed.

b. This subchapter does not cover a data element change that occurs on the same effective data as another personnel action. When this happens, change the data element on the SF 50 for the other action. (For example, when an employee's pay rate determinant (PRD) changes as a result of a Position Change action, record the PRD on the same SF 50 as is used for the Position Change.)

c. This subchapter does not cover correction of an error. (See subchapter 32.)

S28-2. Use of SF 52.

Even though an SF 52 is needed to process many actions, its use for change in data element actions is optional. The SF 50 for these actions can be prepared directly from the information in the employee's OPF (or in your agency's automated system) and any documents submitted by the employee in support of the change. When an SF 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the SF 50. No requesting official signatures are needed.

S28-3. Instructions.

a. Use figure 28 to see if the change must be documented by a "Change in Data Element" action, or whether it should be made on the same SF 50 as used for another action.

b. Use the following to complete blocks 18-A through 18-D and 37 of the SF 52/50.

NOAC	*NOA*	*Authority Code*	*Authority*
800	Change in Data Element	CGM	FPM chapter 296

Remark Code	*Remark*
M74	Changes data element(s) in block(s) (list SF 50 block number (s)), e.g., "Changes data elements in blocks 39-F, -G, and -H".

c. When an SF 52 is used, follow the instructions in subchapter 3 to complete the form; follow your agency's instructions to obtain approval signature.

d. Follow the instructions in subchapter 4 to complete the SF 50. Follow the agency's instructions to have it signed or authenticated.

e. Record action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card.

f. Check FPM Supplement 293-31 to decide if any of the documents submitted with, or created in

connection with, the change should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those documents not filed in the OPF.

g. Distribute SF 50 as follows:

(1) Employee Copy—send to employee in accordance with your agency's instructions.

(2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action.

(3) OPM Copy—◆ if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM Supplement 298–1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50. ◆

(4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

(5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

Figure 28 When to Process a Change in Data Element Action (See Note 1)

Data Element	Event Which Results in Change
Academic Discipline	Employee's field of study for baccalaureate and higher level degree program changes from that last reported to OPM.
Agency Subelement Code	A different agency subelement code (the last two digits of the agency code) is assigned to employee's organization and no other change occurs.
Annuitant Indicator	Employee who is a reservist retires from the reserves.
Bargaining Unit Status	Because of change in union contract or in labor organization representation, an employee who is not covered by a bargaining unit now, is covered, and vice versa, or a different unit begins to represent the employee
Citizenship Status	An employee who is not a U.S. citizen becomes a U.S. citizen.
Education Level	Employee completes a higher level of education than that last reported to OPM.
FLSA Exemption Status	A review of employee's duties indicates that a different code is now applicable, even though employee's position title, grade and series do not change
Functional Classification of Scientists and Engineers	A review of employee's duties indicates that a different code is now applicable, even though employee's position title, grade and series do not change. A new occupational code is assigned to employee's position and the current Functional Classification code is no longer appropriate.
Occupational Code	A new occupational (series) code is assigned to employee's position (e.g., the GS 1899 code used for Securities Compliance Examiners is changed to GS 1831). (See Note 2.)
Pay Rate Determinant	A new code is established that more accurately reflects any special factors used in determining employee's salary.
Position Occupied	SES position is changed from SES Career Reserved to SES General, or vice versa.
Race & National Origin Identification	A new code is established that reflects the race and national origin with which a person currently desires to be identified.
Reportable Handicap	Employee submits SF 256, Self-Identification of ◆ Reportable Handicap ◆ to report a change in his/her handicap status.
Retirement Code	A review of employee's duties indicates that employee either now meets or no longer meets the criteria for coverage under "CS Special" retirement, even though employee's position title, grade and series do not change. A law or Executive Order changes the position covered by a particular retirement system.
Submitting Office Number (SON)	A different personnel office begins to provide personnel service to the employee when no change occurs in the employee's position title, series, grade or organizational assignment. (This can occur when personnel servicing assignments change and a different personnel office begins to provide service to the employees in a particular organization or at a particular location. For example, the personnel office at Fort X stops servicing the employees in Detachment Y and the personnel office at Fort Z begins to provide that service.) A new SON is assigned to the employee's servicing personnel office.

Figure 28 When to Process a Change in Data Element Action (Continued)

Data Element	Event Which Results in Change
Supervisory or Nonsupervisory Indicator	A review of employee's duties indicates that a different code is now applicable, even though employee's position title, grade and series do not change.
Year Degree Attained	Employee acquires a college degree not previously reported to OPM.

NOTES:

[1] A change in Data Element action may be processed any time a different code better fits the employee as a result of OPM establishing a new code or redefining an existing one.

[2] When an Occupation code changes, the Functional Classification of Scientists and Engineers may change also.

#29 Reserved

#30 Retirements

Subchapter 30. Retirements

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Subchapter 30. Retirements

S30-1. Coverage.

a. This subchapter covers retirements, separations which remove an employee from your agency's rolls under circumstances which entitle him/her to an immediate annuity. An immediate annuity is one which begins to accrue no later than one month after the employee is separated or on the day after pay ceases and the employee meets the service and age (or disability) requirements. These actions include:

(1) voluntary or employee-initiated retirements;

(2) mandatory retirements for age;

(3) disability retirements (both those initiated by the employee and those initiated by the agency); and

(4) retirements under the special option which allows agencies undergoing a major reduction in force, transfer of function or reorganization to offer early retirement to their employees.

More information on retirements is found in FPM Supplement 831-1.

b. This subchapter *does not* cover involuntary separations ♦ unless the employee is eligible for retirement under one of the four situations listed in paragraph *a* above. See subchapter 31 for instructions on processing involuntary separations. ♦

S30-2. Preparation of Remark Entries on SF 50.

a. *Use of Remarks*. Tables 30-C and 30-D list remarks which are placed on the SF 50 for a retirement action.

These remarks are used to determine retirement and other benefits to which the employee may be entitled. In addition, if a retiree applies for unemployment compensation, the State employment security agency to which he/she applies will use the Nature of Action and those SF 50 remarks to adjudicate the claim. Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of a benefit to which the employee is entitled. It may also result in an employee receiving a benefit to which he/she is not entitled.

b. *Content of Remarks*. The remarks should tell:

—why an employee retires, and

—whether the employee was offered other work before the separation and, if so, the reasons for refusing it.

Remarks should be brief and state the facts in enough detail to enable anyone who reviews the SF 50 to determine whether the separation was work-connected and with or without just cause. Under no circumstances should information taken from medical certificates and reports be entered on the SF 50. (Instructions on release of medical information are in FPM chapter 339, S1.)

(1) *Employee's Reason(s)*. When the retirement action is initiated by the employee (when it is a retirement), you will be asked to show on the SF 50 the reason given by the employee. If the employee mentions ill health or disability as the reason, take care to summarize his/her reasons in such a way that the employee will not later find the remark to be an embarrassment and one he/she regrets making. For example, a remark such as "Doctor says pressure of daily personal and telephone contacts with the public is aggravating health problems and may cause a nervous breakdown" may be what the employee stated, but it is likely to prove embarrassing to the employee in the future and he/she may regret having given that reason. On the other hand, a remark such as "Doctor recommends job with fewer personal and telephone contacts with the public" is brief, factual, and less likely to be a source of embarrassment in the future. If the employee gives no reason for retiring, state this fact (use Remark S69).

(2) *Agency Finding*.

♦ (a) *Disability Retirements*.

When the action is a 301/Retirement-Disability, *no* agency finding or reasons for or explanation of the action should be placed on the SF 50.

(b) *Other Retirements.* ◆

When an employee retires and gives a reason(s) for the action which *differs* from that known to the agency, both the employee's reasons(s) and those known to the agency ("Agency Finding") should be entered on the SF 50. The agency finding must be based upon *evidence* the agency has in its possession, *including statements made by the employee,* which the agency believes to be true or has no reason to disbelieve. Statements of *opinions* and *unsupported conclusions* must not be entered on the SF 50. Agency statements should not include information which is unfavorable to the employee unless the agency is prepared to produce evidence that the employee was aware that the agency possessed this information, and that the agency had proposed or made a decision to take adverse action against the employee based on this information.

When the agency knows the retirement is being caused by ill health or disability, the agency should simply list the duties which the employee can no longer perform, rather than discuss the employee's health.

If the employee gave no reason for retiring and the agency has no evidence of the reason for the employee's retirement, use remarks numbers S23 and S69.

S30-3. Instructions.

a. Compare data on SF 52 submitted by employee or requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. Use Table 30-A to identify notices which are required when an employee retires. Send as many notices as are required.

c. Prepare SF 8, Notice to Employee about Unemployment Insurance, and give to employee on or before date of separation. (Responsibility for preparation and distribution of the form may be assigned to the personnel office or to another office, at the discretion of the agency. If the personnel office is not responsible for the form, notify the office that is responsible.)

d. When retirement is under the Civil Service Retirement System, ◆ and is not a Retirement-Disability, follow the instructions in (1) and (2) below. (For a Retirement-Disability action, the necessary forms will have been completed when OPM's approval of the retirement was requested.) ◆ When retirement is under other retirement systems, follow your agency's instructions to prepare and distribute SF 2820, Agency Certification of Insurance Status, and other forms required (in addition to SF 50) to effect the action.

★★★

(1) Review SF 2801, Application for ◆ Immediate ◆ Retirement, ◆ and SF 2801-2, Spouse's Notification of Survivor Election (where needed) to see if they are complete. ◆ (These forms should be submitted to Personnel with SF 52.) If employee or employing agency portion(s) are incomplete, return form to personnel specialist who approved the action. Hold completed form to send to payroll with SF 50.

(2) Prepare ◆ SF 2801-1, Certified Summary of Federal Service, and SF 2801 Schedule D, Agency Checklist of Immediate Retirement Procedures, ◆ following instructions on the form and in ★★ FPM Supplement 831-1. Hold form to send to payroll with SF 50.

★★★

e. Use Table 30-B to select the NOA/NOAC, authority and authority code, for the action and put them in blocks 18A-F of the SF 52.

f. Use Tables 30-C and 30-D to select as many remarks codes and remarks for the action as are applicable and put them in block 37 of the SF 52.

g. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3; follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

h. If employee is enrolled in a health benefits plan, follow instructions in Figure 30-1 for retirements under the Civil Service Retirement System. Follow your agency's instructions and FPM Supplement 890-1, S14, for retirement under other Federal Government retirement systems.

i. If employee has Federal Employees Group Life Insurance coverage, follow instructions in Figure 30-2 for retirement under the Civil Service Retirement System. Follow your agency's instructions and FPM Supplement 870–1, S6, for retirements under other Federal Government retirement systems.

j. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

k. Record action in your service record system. If your system is automated, this may be done automatically when data is put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record Card, and follow your agency's procedures for placing the SF 7 card in the inactive files.

l. Check FPM supplement 293–31 to see which of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF. If it is discovered after the OPF has been dispatched that any permanent forms or documents have been left out of the OPF, immediately send these to be filed in the folder. (Be sure employee's full name and social security number appear on *each form or document,* as well as the employee's date of birth.)

m. If employee is a retired officer or member or former member of the uniformed services who is receiving retired or retainer pay and is subject to the pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this **Guide** for addresses of the pay centers.) When employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

n. Prepare SF 293, Notice to Separated Employees Concerning Disposition of Official Personnel Folder.

o. Distribute SF 50 copies as follows:

  (1) Employee Copy—attach completed SF 293 and send to employee in accordance with your agency's instructions.

  (2) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to the action, including SF 2801, ♦ SF 2801-1, SF 2801-2 (where needed), and SF 2801 Schedule D, ♦ and payroll copies of FEGLI or FEHBP forms which were completed in connection with the retirement actions. (Note: on a disability retirement, the SF 2801 ★★ will already have been sent to OPM when the employee applied for disability retirement.)

  (3) OPM Copy—submit to OPM ★★ as prescribed in FPM Supplement 298–1.

  (4) OPF Copy—file on permanent (right) side of employee's Official Personnel Folder.

  (5) Chronological Journal Copy—file as discussed in FPM Supplement 293–31.

p. Follow the instructions in Table 30–E to dispose of the Official Personnel Folder.

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Table 30–A Notice Requirements When an Employee Retires (Note: More than One Rule May Apply)

R U L E	A	B
	If the Employee	*Then (See Note 1)*
1	Has a combination of age and service at which separation is required under the Civil Service Retirement System for employees in his/her particular occupation (See Note 2.)	Give the employee a 60-day notice of pending retirement and ask employee to complete SF 2801 (application for retirement).
2	Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
3	Is applying for disability retirement or the agency is initiating application for employee	Follow procedures in FPM Supplement 831–1, S10.
4	Is undergoing a full field investigation at the time he/she applies for retirement	Notify OPM so that the investigation may be discontinued. Address notice to U.S. Office of Personnel Management, Investigations Management Branch, P.O. Box 886, Washington, DC 20044.
5	May be barred from annuity under 5 U.S.C., chapter 83, subchapter II. (See FPM Supplement 831–1, S6, for list of offenses barring annuity payments.)	With the payroll copy of the SF 50, forward all information and documents relative to the offense. The payroll office will send them to the OPM with the employee's Individual Retirement Record (SF 2806).
6	Is a retired regular or warrant officer of the uniformed services	Send copy of the SF 50 to his/her uniformed service finance center. (See instructions in subchapter 8 of this Guide.) (See Note 3.)
7	Is a member or former member of a uniformed service who is subject to pay cap reporting procedures under 5 U.S.C. 5532(c)	
8	Is receiving military retired pay and wishes to waive it for full credit under CSR.	See FPM Supplement 831–1, S3–5f.

Table 30-A Notice Requirements When an Employee Retires (Note: More than One Rule May Apply) (Continued)

R U L E	A *If the Employee*	B *Then (See Note 1)*
9	Is an annuitant reemployed before 10-1-56 in a position not subject to the CS retirement system and whose annuity was suspended when he/she was reemployed	Notify U.S. Office of Personnel Management, Compensation ♦ Group, ♦ Washington, DC 20415. Send letter giving name of annuitant and identifying information and date of his/her separation.
10	Is to be reemployed without a break in service after retirement with immediate annuity	1) Show both actions on the SF 50, that is the retirement and the appointment (See instructions in subchapter 8). 2) Tentatively determine amount of annuity (see FPM Supplement 831-1) to be withheld from his/her salary. Send letter to OPM, through the payroll office, with employee's SF 2801 (application for retirement), OPM 1084 (Information in Support of Civil Service Retirement Application) and SF 2806 (Individual Retirement Record) to advise OPM of the reemployment and to request rate of annuity payable. Letter should identify employee by name, date of birth, social security number, ♦ claim number (if known) ♦ and if appointment is for full- or part-time service, the estimated length of reemployed service.
11	Is a former CIA employee who retired under the CIA Retirement and Disability System (CIARDS)	Send copy of SF 50 to CIA Retirement and Disability System, Washington, DC 20505.
12	Previously retired under the Foreign Service Retirement System	Send 2 copies of SF 50 to Division of Retirement, Bureau of Personnel, Dept. of State, Washington, DC 20520.

NOTES:

[1] Use as many rules as are applicable; more than one rule may apply.

[2] Mandatory retirement for age applies to law enforcement officers and firefighters, employees of the Alaskan Railroad in Alaska, citizen employees of the Panama Canal Commission and Air Traffic Controllers. See 5 U.S.C. 8335 and FPM Supplement 831-1, subchapter 8, for additional information on retirement for age.

[3] If employee is subject to pay cap ♦ reporting procedures, ♦ there will be a notice to that effect from his/her uniformed service finance center on the left side of the OPF.

Table 30–B Processing Retirements

R U L E	A If Retirement is Based on	B And Retirement Is	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
1	◆ Employee meeting age and length of service criteria under which retirement is mandatory	under Civil Service Retirement System	300	Retirement-Mandatory	SWM	Reg 831.503(a)
2	Employee meeting age and length of service or other criteria under which retirement is mandatory ◆	under another retirement system			USM	(Enter ◆ authority for retirement ◆)
3	Approval of disability retirement application under Civil Service Retirement System	employee initiated	301	Retirement-Disability	SUM	Reg 831.502
4		agency initiated			SZM	Reg 831.1203
5	Approval of disability retirement application initiated under another retirement system				USM	(Enter authority retirement)
6	Employee's meeting both the general and the specific requirements under the Major RIF Retirement Option which is described in Subch. 9 of FPM Supp. 831–1 (See Note 3.)	Agency is undergoing a major reduction in force	303	Retirement-Special Option	VYJ and AZM	5 U.S.C. 8336(d)(2) RIF and OPM Office, Auth. No. and date
7		Agency is undergoing a major reorganization			VZJ and AZM	5 U.S.C. 8336(d)(2) Reorg., and OPM Office, No. and date
8		Agency is undergoing a major transfer of function			V3J and AZM	5 U.S.C. 8336(d)(2) T/F and OPM Office, Auth. No. and date

Table 30–B Processing Retirements (Continued)

R U L E	A *If Retirement is Based on*	B *And Retirement Is*	C *Then NOAC Is*	D *NOA Is*	E *Auth Code Is*	F *Authority Is*
9	Employee taking advantage of an early retirement option offered to employees of his/her agency because of a circumstance or event which is unique to that agency	not described in Rules 6–8 above	303	Retirement-Special Option	ZLM	(Cite Law, EO or Reg authorizing retirement)
10	Employee having a combination of age and service which allows him/her to retire under the optional retirement provisions of the Civil Service Retirement System	initiated by employee, due to poor health, ◆ in lieu of ◆ disability retirement.	302	Retirement-Voluntary	SRM	Reg 831.501(a)
11		initiated by employee in lieu of involuntary separation (see Note 1)	304	Retirement-ILIA	SQM	Reg 831.501(b)
12		for reasons other than poor health or pending involuntary separation	302	Retirement-Voluntary		
13	Employee having a combination of age and service to qualify for optional retirement under another retirement system				USM	(Enter Agency Reg that authorizes retirement)

NOTES:

[1] See FPM Supplement 831–1, S11–2, for meaning of involuntary separation.

[2] See FPM Supplement 831–1, S9, for eligibility requirements.

[3] The OPM authority number will be given in the letter from the Office of Personnel Management authorizing this type of retirement.

Table 30–C Remarks Required for Retirement Actions

RULE	A	B	C	D
	If	*And*	*And*	*Then Use Remarks(s) (See Note 1)*
1	Employee did not give a reason for retiring	Agency has no other information available		S69, S23 and M67 (See Notes 2 and 3.)
2		Agency does have information regarding reason for retirement		S69, S25 and M67 (See Notes 2 and 3.)
3	Employee gave a reason for retiring			R21 and M67 (See Note 2.)
4	Agency knows of specific factual reasons for retirement which differ from those given by employee (See Note 3.)			S25
5	Employee's retirement is work-related and he/she was advised of opportunity to file a grievance	Employee filed a grievance.		M26
6		Employee did not file a grievance.		M27
7	Employee is retiring after receiving a RIF notice			S51
8	Employee is retiring after receiving a displacement notice			S50

Table 30-C Remarks Required for Retirement Actions (Continued)

RULE	A	B	C	D
	If	*And*	*And*	*Then Use Remarks(s) (See Note 1)*
9	Employee was offered another job before he/she retired	He/she declined without a reason		S54 and S56
10		He/she gave a reason for declining		S54 and R55
11	Employee retired because of disability, RIF, or other circumstance which makes retirement involuntary	Employee was not offered another job before he/she retired		S58
12	Employee has been notified of agency decision to take adverse action against him/her (See Note 3.)		Decision is ◆ a separation action ◆	S34
13			Decision is to demote	S35
14			Decision is to suspend	S36
15	Employee has been notified of proposed adverse action against him/her (See Note 3.)		Proposal is ◆ a separation action ◆	S37
16			Proposal is to demote	S38
17			Proposal is to suspend	S39

Table 30-C Remarks Required for Retirement Actions (Continued)

RULE	A	B	C	D
	If	*And*	*And*	*Then Use Remarks(s) (See Note 1)*
18	Employee has unused annual leave for which he/she will receive a lump sum payment.	The personnel office knows the exact number of hours of unused annual leave.	Employee does not have retained rate.	N26
19			Employee has retained rate which *will not* terminate during period of lump sum payment.	
20			Employee has retained rate which *will* terminate during period of lump sum payment.	P18 and N26
21		The exact number of hours of unused annual leave is not yet available.	Employee does not have retained rate.	N27
22			Employee has retained rate which *will not* terminate during period of lump sum payment.	
23			Employee has retained rate which *will* terminate during period of lump sum payment.	P18 and N27
24	Employee has been in nonpay status during calendar year.		Total nonpay status (during current calendar year) exceeds 6 months.	G31

Table 30-C Remarks Required for Retirement Actions (Continued)

RULE	A *If*	B *And*	C *And*	D *Then Use Remarks(s) (See Note 1)*
25	Retirement is from intermittent employment.		Employment has been with compensation.	G30
26			Employment has been without compensation.	G29
27	Employee completed requirements for WGI *on* or *before* retirement date.	WGI ◆ was not effected ◆		P16
28	Employee may be barred from annuity under 5 U.S.C. 83, subchapter II. (See Note 4)			M61 (See Note 5.)
29	Employee may be eligible for compensation under 5 U.S.C. 81 for a work injury.			N10
30	Employee has been subject to 7½ % CSR deduction.			B06

NOTES:

[1] See Table 30-D to translate remarks codes into the actual remarks to be used.

[2] Also use as many remarks from Rules 4-30 as are applicable.

[3] Do not enter on SF 50 information unfavorable to the employee unless the employee was informed of the nature of the established facts and that the information would be entered on the SF 50.

[4] See list of offenses barring annuity payments in FPM supplement 831-1, S6.

[5] Place this remark only on payroll copy of SF 50.

Table 30-D Listing of Remarks and Codes

RULE	A If Code Is	B Then Remark Is
1	B06	Employee subject to 7 1/2% CSR deduction during the period (date) through (date).
2	G29	Intermittent employment totaled (number) days in work status from (date) to (date). [When information is not immediately available, prepare the SF 50 without it. Add it later by correcting the SF 50.]
3	G30	Intermittent employment totaled (number) days in pay status from (date) to (date).
4	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
5	M26	Employee was advised of opportunity to file grievance and elected to do so.
6	M27	Employee was advised of opportunity to file grievance and elected not to do so.
7	M61	Possible 5 U.S.C. 83, subchapter II, case.
8	M67	Forwarding address:
9	N10	To (or expected to) be paid under 5 U.S.C. 81.
10	N26	Lump-sum payment to cover (number) hours ending (date and hour).
11	N27	Lump-sum payment to be made for any unused annual leave.
12	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
13	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
14	R21	Reason for retirement: (state reason)
15	R55	Refused job offer because: (reasons given by the employee).
16	S23	Agency Finding: No other information available.
17	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
18	S34	Agency Finding: Retired after receiving written notice on (date) of decision to ♦ separate ♦ for (reasons).
19	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
20	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

Table 30–D Listing of Remarks and Codes (Continued)

R U L E	A	B
	If Code Is	*Then Remark Is*
21	S37	Agency Finding: Retired after receiving written notice on (date) of proposal to ♦ separate ♦ for (reasons).
22	S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons)
23	S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
24	S50	Displacement Notice dated: (date)
25	S51	RIF Notice dated: (date)
26	S54	Offered job(s) of (Position title, grade, salary, and geographical location)
27	S56	No reason given by employee for refusing job offer.
28	S58	No other work available.
29	S69	Employee gave no reason for retiring.

Figure 30–1 Action Necessary When Retiring Employee Has Health Benefits Coverage (See Note 1)

SITUATION	*ACTION TO BE TAKEN*
Employee is eligible to and wants to continue present enrollment	1. Advise employee he/she does not have to take any action in order for enrollment to continue. 2. Complete SF 2810 to transfer enrollment to the retirement system. 3. Attach *Employing Office* copy of SF 2810 to retirement application along with all SFs 2810 and 2809 in employee's OPF. 4. Give *Enrollee* copy of SF 2810 to employee.
Employee is eligible to continue enrollment but wants to change or cancel it	1. Have employee complete Parts A–E of SF 2809. 2. Follow instructions in FPM supplement 890–1, S14–1d.
Employee is not eligible to continue enrollment	1. Use SF 2810 to terminate enrollment and follow the instructions on the form to complete and distribute it. 2. Advise employee he/she can use application on back of SF 2810 to apply for conversion to an individual benefits policy if he/she wishes to continue coverage.

NOTE: Use FPM supplement 890–1, S14, to decide if employee is eligible to continue enrollment.

Figure 30–2 Action Necessary When Retiring Employee Has FEGLI Coverage

SITUATION	*ACTION TO BE TAKEN*
Employee coverage under the FEGLI program	**1. Check FPM supplement 870–1 to see if employee is eligible to continue any part of his/her coverage retirement.** **2. If he/she is eligible to continue any part of his/her coverage, have him/her complete SF 2818, Election of Post Retirement Basic Insurance Coverage.** **3. Complete SF 2821 and attach to employee's retirement application. ▶ (See Note 1.) ◀** **4. Attach any SF 2823 ▶ (or SF 54) ◀ on file to employee's retirement application. ▶ (See Note 1.) ◀**
Employee wishes to cancel coverage	**1. Have employee complete SF 2817.** **2. File original SF 2817 in OPF; give ▶ employee ◀ copy to employee.**
Employee is not eligible to continue FEGLI coverage	**1. Complete SF 2819 or SF 2819 and SF 2821 and give to employee. (See Note.)** **2. Place copy of SF 2819 or SF 2819 and SF 2821 in OPF.**

NOTES:

▶ [1] If employee receives a disability annuity, see FPM supplement 870–1, S6, for special insructions about when to submit SF 2821 and SF 2823. ◀

[2] See FPM supplement 870–1, S5–3. An employee who receives an SF 2819 may later request an SF 2821 if he/she wishes to convert to individual coverage. If the agency wants to, it may issue only SF 2821 instead of issuing both forms.

Table 30-E Disposition of Official Personnel Folder (Retirements)

RULE	A	B
	If	*Then*
1	OPF is requested by another Federal agency or office.	Send the OPF to it.
2	OPF is requested by the District of Columbia Government.	Send a transcript of the employee's record to the requesting office, (see Note 1) and send the OPF to NPRC within 120 days of separation.
3	Permanent records which should be filed in the OPF are not complete.	Keep OPF until permanent records are obtained and filed. Then send OPF to NPRC within 120 days of separation.
4	Employee has a complaint or claim which is still being adjudicated.	Keep OPF until claim or complaint is decided; then send OPF to NPRC.
5	It is probable that the employee will be employed repeatedly, after separation, for short periods of time in the agency.	Keep OPF.
6	Employee's name will be placed on Reemployment Priority List. (See Note 2.)	Keep OPF until employee's name is removed from the List.
7	None of the conditions in Rules 1 through 6 exist	◆ Retain OPF for ◆ 120 days after date of separation ◆ and then send it to NPRC. ◆

NOTES:

[1] See FPM Supplement 293-31.

[2] See criteria in FPM chapter 351, S8.

#31 Resignations, Terminations, Deaths & Removals

Subchapter 31. Resignations, Terminations, Removals, Discharges, and Deaths

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Subchapter 31. Resignations, Terminations, Removals, Discharges, and Deaths

S31-1. Coverage.

Subchapter 31 provides processing instructions for resignations, discharges, terminations, deaths, and removals. These actions include those involuntary separations under which the employee may be eligible for discontinued service retirement. (See FPM Supplement 831-1, S11.) This subchapter does not cover:

—Retirements. See the instructions in subchapter 30.

—The actions taken and procedures followed by an agency before the final decision is made to remove or terminate an employee. See an appropriate FPM chapter or your agency's procedures.

—Actions when an employee is detailed to a State or local government, to an institution of higher learning, to another agency or to an international organization. These actions are not considered separations because the detail does not remove the employee from the rolls of his/her agency. See the instructions in subchapter 14.

S31-2. Definitions.

Resignation—separation action initiated by employee because of his/her desire to leave the organization.

Resignation—ILIA (in lieu of involuntary action)—a separation initiated by the employee under circumstances that meet the definition in FPM supplement 831-1, S11, of "involuntary separation."

Discharge—nature of action that documents an agency-initiated action to take an employee off of its rolls (for work performance and/or for misconduct or delinquency) when employee is serving on an appointment that does not afford him/her appeal rights.

Discharge during prob/trial period—nature of action that documents an agency-initiated action to take an employee off of its rolls (for preappointment conditions or for postappointment work performance and/or misconduct or delinquency) when employee is serving on an initial appointment probation or is serving on a trial period required by civil service or agency regulations.

Termination—nondisciplinary separation action initiated by the agency.

Termination-Disability—separation action initiated by the agency because of the employee's mental or physical disability.

Termination-Expiration of appointment—separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment.

Termination-Military—separation action initiated by the agency when the employee enters on active military duty or fails to return from military furlough.

Termination-Involuntary—nondisciplinary separation initiated by the agency when the circumstances meet the definition in FPM supplement 831-1, S11, of "involuntary separation."

Termination-Appt in (Agency)—separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

Removal—disciplinary separation action, other than for inefficiency or unacceptable performance, initiated by the agency, OPM, or MSPB.

Adverse action—a personnel action considered unfavorable to an employee, including removal, suspension, furlough without pay, and reduction in grade or pay taken by an agency against an employee.

S31-3. Selection of Legal Authority.

a. **Meaning of "equivalent to CS Regs."** For some actions covered by this subchapter, the legal authority you place on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under "5 U.S.C. 75" (chapter 75 of title 5 of the U.S. Code, "Adverse Actions"), under agency procedures that are equivalent to 5 U.S.C. 75 ("5 U.S.C. 75 Eq"), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow—ones that are similar to or equivalent to the Civil Service procedures, or your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. YOU CANNOT DETERMINE THE CORRECT AUTHORITY WITHOUT KNOWING THE PROCEDURES BEING USED TO EFFECT THE ACTION.

b. **Actions for Which the Agency Must Select the Authority.** For some actions covered by this subchapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, the agency regulation or the agency manual or code of conduct reference should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(3) When the employee is serving on a temporary appointment and there is no law, Executive Order, regulation, or agency regulation or citation that applies to the action, then the authority shown on the action that documented the temporary appointment should be cited in the authority block on the SF 52/50, ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE.

(4) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) through (3) above, show in the authority block on the SF 52/50 "5 U.S.C. 302", ALONG WITH THE LEGAL AUTHORITY CODE SHOWN IN THE TABLE. (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) It should be cited *only* when no other authority is appropriate for the action being processed, and its use for separation actions should be *very rare*. ◆

S31-4. Documenting Reason(s) for Resignation, Termination and Removal Actions.

◆ a. **Need for Remarks.** For most of the actions discussed in this subchapter you will be told to document in the "remarks" section of the SF 50 (in block 37) the reasons for the action or the agency finding(s) as to why the action occurred. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation. When a former employee applies for unemployment compensation, the State employment security agency to which he/she applies will use the Nature of Action and these SF 50 remarks to adjudicate the claim. All State unemployment compensation laws require that a claimant for benefits be able to work and be available for work. Common reasons for disqualification include separation for misconduct, refusal of a suitable job without good cause, or quitting a job without good cause. (Some States require "good cause" to be connected with the work; others accept certain personal reasons as being good cause.) Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of claims that should be paid. It may also result in failure to disqualify claimants who are not eligible for benefits.

b. Employee's Reason for Resignation. (1) *Obtaining Employee's Reason for Resignation.* An employee who wishes to resign should be asked to complete part IV of the SF 52. If the employee submits his/her resignation on another document or piece of correspondence, that document or correspondence should be attached to the SF 52 used to process the resignation. When the resignation is made orally, the agency should try to obtain written confirmation of the resignation from the employee; if this is not possible, the person to whom the resignation request was made should prepare a memorandum for the record to document the request and that memorandum should be attached to the SF 52 used to process the action.

(2) *Content of the Reason.* The employee should be encouraged to avoid vague or generalized reasons that do not tie the cause of the resignaton to the job or other working conditions. For example, instead of "resigned for personal reasons," encourage the employee to cite something more specific, such as "resigned to accept higher paying job in private industry," or "resigned to accompany spouse to new duty station."

(3) *Recording Reason on the SF 50.* Except as explained below, the employee's reason for resignation should be quoted in full on the SF 50.

(a) *Spacing.* The remarks that are placed on an SF 50 must be limited in length to fit the space in block 37 of that form. When the employee's reason for resigning is so lengthy that it will not fit in the space available in block 37, it should be summarized. (The entire reason that is recorded on or attached to the resignation SF 52 will remain a matter of record because the resignation SF 52 is a long-term OPF document.)

(b) *Reference to ill health or disability.* When the employee mentions ill health or disability as the reason or cites medical information of a personal nature, the reason that is placed on the SF 50 should be phrased in such a way that the remark will not be an embarrassment to the employee or one that he/she will later regret making. For example, a remark such as "my doctor says the pressure of daily personal and telephone contacts with the public is aggravating my health and may cause me to have another nervous breakdown," discusses personal medical information and is likely to prove embarrassing to the employee in the future. On the other hand, a remark such as "doctor recommends job with fewer personal and telephone contacts with the public," is brief and factual and omits unnecessary references to personal medical information. (Do not enter on the SF 50 information taken from medical certificates and reports. Instructions on release of medical information are found in FPM chapter 339-S1.)

(c) *References to other people.* When an employee has mentioned another person by name in a resignation reason, e.g., "resigned because of repeated sexual harassment by John Q. Public," put the person's position title or organization title, rather than his/her name, on the SF 50. The reason above would appear on the SF 50 as "resigned because of repeated sexual harassment by supervisor." (The purpose of doing this is to protect the person named in the reason and to protect the resigning employee against possible lawsuit for defamation of character. The employee should use the EEO complaint or the grievance procedures, not the SF 50, to make charges against another employee.)

c. Agency Comments Regarding Employee's Reason for Resignation—Agency Finding.

(1) *When the employee does not have appeal rights.*

(a) When the employee is serving an initial appointment probation or a trial period required by civil service or agency regulations, or when he/she is serving under an appointment that does not afford him/her appeal rights, NO agency comments or findings regarding the employee's resignation may be placed on the SF 52, SF 50, SF 7, or in the employee's EPF (Employee Performance Folder or the records maintained by the agency as a part of its Employee Performance File System) or OPF (Official Personnel Folder).

(b) An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a proposed action by presenting evidence and/or calling witnesses before an agency official who has the authority to modify or rescind the proposed action. For purposes of this subchapter, the right to challenge an action through the EEO complaint process or to challenge an action because of alleged discrimination because of marital status or political affiliation is not an appeal right.

(c) When the employee gives no reason for resigning, the agency should so indicate by using remark S68, "Employee gave no reason for resigning." No other agency comments or findings regarding reasons for the action may be placed on the SF 52, SF 50, SF 7, or in the employee's EPF or OPF.

(2) *When the employee does have appeal rights.*

(a) When an employee, who is serving under an appointment that *does* afford him/her appeal rights, gives a reason for resigning that differs from that known to the agency, then *both* the employee's reason and that known to the agency (the "agency finding") must be entered on the SF 50.

(b) The "agency finding" should be brief and factual and avoid personal comments and judgements about the employee, opinions, argumentation, and unsupported conclusions. For example, if the employee's reason for resignation is "dirty and unhealthful working conditions in building X that management has refused to correct," the agency finding could be "no other employee complaints have been received regarding the working conditions in building X," or "management has attempted to correct each problem reported by employee," and *not* "there is no truth to allegations made by employee." Since unemployment compensation and future employment decisions will be made on the basis of both the employee's reason and the agency's findings, the findings should be as factual and as non-judgmental as possible.

(c) When an employee resigns after receiving written notice of proposed disciplinary or adverse action, the pending action must be listed as the agency finding ("resigned after receiving written notice of. . . ."). When an employee resigns BEFORE he/she receives a WRITTEN notice of the proposed action, NO remarks regarding the proposal may be placed on the SF 52, SF 50, SF 7, or in the employee's EPF or OPF. NO remarks regarding charges or allegations of misconduct by or impropriety on the part of the employee, including references to investigations regarding those charges or allegations, may be placed on the SF 52, SF 50, SF 7, or in the employee's OPF, *unless* the employee was notified in WRITING, BEFORE he/she submitted the resignation, of a proposal or of a decision to take an action based on those charges or allegations.

(d) When the agency shows the action is being caused by ill health or disability, the agency should simply list the duties the employee can no longer perform rather than discuss the employee's health.

d. **Agency-Initiated Separations of Employees.**

(1) *Employee Without Appeal Rights.*

(a) When an employee who is serving on an appointment that *does not* afford him/her appeal rights is separated for conduct and/or performance reasons (an NOAC 385 or 386 "discharge" action), NO agency reasons for or comments regarding the action may be placed on the SF 52, SF 50, SF 7, or in the employee's EPF or OPF.

(b) In these cases, the agency must retain for two years from the effective date of the "discharge" action the background documents concerning the action. These documents must be maintained in the operating personnel office in a "subject file" that is separate and apart from the employee's personal records or any other records that are filed by and retrieved by employee name or employee identifier (such as an employee number, a payroll number, or Social Security Number). When a former employee applies for unemployment compensation, the last payroll office is asked to provide to the State unemployment compensation agency a salary history for the employee and any information the agency may have regarding the reasons for his/her separation. To make it easier for the payroll office to obtain this information on an employee who was separated by a "discharge" action, the personnel office can note on the payroll copy of each "discharge" SF 50: "For information on this action, contact (name of personnelist who can provide information on the action), (telephone number)."

(2) *Employee with Appeal Rights.* When an employee, who is serving on an appointment that does afford him/her appeal rights is separated by the agency, the agency must explain the reason for the action. If the employee received a written notice of the agency's decision to separate based on his/her conduct and/or performance, the SF 50 remark should summarize the reason(s) stated in that notice, e.g., "Reason for removal: . . . ." or "Reason for termination: . . . ." In other cases, the SF 50 remark should briefly state the reason, e.g., "RIF notice dated (date)." ◆

S31–5. Instructions.

a. Compare data on SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

b. Select NOA/NOAC and Authority/Authority Code and enter them in blocks 18A–F of SF 52.

(1) Use table 31–A for Resignations.

(2) Use table 31–B for nondisciplinary separations that are initiated by the agency and Deaths.

(3) Use table 31–C for disciplinary separations that are initiated by the agency.

c. Use table 31–D to select codes for remarks ◆ required by OPM for the action ◆ and enter them in block 37 of the SF 52.

◆ d. Also enter in block 37 any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action. ◆ Use table 31–E to translate remarks codes into the remarks that will appear on the SF 50.

e. Use table 31–F to select the effective date for the action and enter it in block 14 of the SF 52. When action is "Termination-Appt In (agency)," do *not* process the action until you have received *evidence* that the employee has actually been appointed in the other agency. Accept as evidence of the appointment *only* (1) a copy of the SF 50 or list form of notice by which the other agency appointed the person or (2) a copy of the other agency's appointment SF 52 bearing the appointment date and the appointing official's signature in the approval block (block 38) of the SF 52.

f. Fill in remaining blocks on SF 52 as required by instructions in subchapter 3. ◆ Note: When an employee who has been in nonpay/nonduty status separates before returning to duty, blocks 24 and 25 of the separation SF 50 should reflect any pay or step changes to which the employee became entitled before he/she separated. For example, if an employee who was on LWOP completed the requirements for a within-grade increase from step 1 to step 2 during the 2-week period of creditable LWOP, and then resigned before returning to duty, blocks 24 and 25 of the resignation SF 50 should show "2" and the salary for step "2." Use remark P16 to explain employee has met requirements for the WGI. (The only time an employee may receive a within-grade increase while in a nonpay status is when it becomes due during the 2-, 4-, or 6-week creditable LWOP period. In *all* other instances, the employee must return to duty status in order to receive his or her within-grade increase(s).) ◆

g. Follow your agency's instructions to obtain approval signature in block 38 of the SF 52.

h. Prepare SF 50 from the information on the SF 52. Refer to subchapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

i. Record the action in your service record system. If your system is automated, this may be done automatically when data are put in the terminal or computer to prepare the SF 50. If your system is maintained manually, record the action on the employee's SF 7, Service Record

Card, and follow your agency's procedures for placing the SF 7 card in the inactive files.

j. Check figure 31-4. Give the employee any information required for his/her type of separation.

k. Check FPM Supplement 293-31 to decide if any of the documents submitted with or created in connection with the action should be filed on the permanent (right) side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the OPF.

l. ◆ Prepare and distribute required notices:

(1) ◆ If employee is a retired officer or member or former member of the uniformed services who is receiving retired or retainer pay and is subject to pay cap reporting procedures, make another copy of the SF 50 and send it to his/her uniformed service pay center. (See subchapter 8 in this Guide for addresses of the pay centers.) When the employee is subject to pay cap reporting procedures, there should be a notice from his/her uniformed service finance center filed on the left side of the OPF.

◆ (2) Use table 31-G to identify any other notices that may be required and follow the instructions in that table to prepare and distribute them. ◆

m. Distribute SF 50 copies as follows:

—Employee Copy—When separation is because of death, follow instructions in Figure 31-2 to forward SF 50 to the survivor. For all other separations, send to the employee in accordance with your agency's instructions. Attach to it a completed copy of SF 293, Notice to Separated Employee Concerning Disposition of Official Personnel Folder (OPF).

—Payroll Copy—send to your payroll office along with the payroll copy of any other forms related to the action.

—OPM Copy—if agency makes manual submissions to the Central Personnel Data File (CPDF), submit to OPM as prescribed in FPM Supplement 298-1; if agency makes automated submissions to the CPDF, follow your agency's instructions for use of this copy of the SF 50.

—OPF Copy—file on permanent (right) side of employee's Official Personnel Folder. ◆ (Note: Make sure that all entries on the SF 50 that are placed in the employee's OPF are readable.) ◆

—Chronological Journal Copy—file as discussed in FPM supplement 293-31.

n. Follow instructions in table 31-K to dispose of the Official Personnel Folder. If you find, after the OPF has been set out, that any permanent forms or documents were left out of the Folder, immediately send them to the National Personnel Records Center (NPRC) or to the employee's new agency. (Be sure the employee's full name and Social Security Number appear on *each form or document*, as well as the employee's date of birth.) Transmit them as spelled out in FPM supplement 293-31.

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Table 31-A Processing Resignations

RULE	A	B	C	D	E	F
	If Resignation is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is
1	While serving an initial appointment probation or a trial period required by civil service or agency regulations		317	Resignation	RUM	Reg 715.202 Other
2	While serving under an appointment which does not afford him/her appeal right.					
3	While serving a probationary period in the SES					
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 U.S.C. 75			RQM	Reg 715.202 CAA (See Note 3.)
5		Action is proposed under agency procedures equivalent to 5 U.S.C. 75			RRM	Reg 715.202 EAA (See Note 3.)
6		Action is proposed under other procedures not described in Rules 1–5			RSM	Reg 715.202 OAA (See Note 3.)
7	After receiving notice of proposed or pending position changes as result of failure to satisfactorily complete supervisory (or managerial) probationary period				R5M	Reg 715.202 Prob
8	After receiving notice of proposed removal or placement out of SES for unsatisfactory work performance during probation		312	Resignation-ILIA		

Table 31–A Processing Resignations (Continued)

R U L E	A	B	C	D	E	F
	If Resignation is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is
9	After receiving notice of proposed placement out of SES for unsatisfactory or less than fully satisfactory performance		312	Resignation-ILIA	R7M	Reg 715.202 Perf
10	In lieu of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1–3, 7–9 (See Note 1.)	Action is proposed under Part 432, CS Regs				
11		Action is proposed under agency procedures equivalent to Part 432, CS Regs			R8M	Reg 715.202 Eq Perf
12		Action is proposed under other procedures not described in Rules 10–11			RUM	Reg 715.202 Other
13	In lieu of proposed or pending RIF action ♦ or after notification that position is being abolished ♦				RTM	Reg 715.202 RIF
14	In lieu of proposed or pending displacement action	Action is being proposed under Part 316, Subpart H, of the Civil Service regulations			RVM	Reg 715.202 Disp
15	After receiving notice of a new assignment as part of an established rotation policy within the agency or which was directed by the agency (See Note 2.)	Assignment is out of commuting area and was *not* provided for at time of appointment			RXM	Reg 715.202 Relo

Table 31-A Processing Resignations (Continued)

R U L E	A	B	C	D	E	F
	If Resignation is	*And*	*Then NOAC Is*	*NOA Is*	*Auth Code Is*	*Authority Is*
16	After receiving notice of a new assignment a result of his/her job function or activity being moved outside of employee's commuting area (See Note 2.)		312	Resignation-ILIA	RWM	Reg 715.202 Reas
17	In lieu of an involuntary action described in FPM Supp. 831-1, Subch. 11, and not covered in Rules 1-16	◆ Employee has received written notice of the proposed action ◆			RPM	Reg 715.202
18	In lieu of proposed or pending adverse action which is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-17 (See Note 1.)	Action is proposed under 5 U.S.C. 75			RQM	Reg 715.202 CAA (See Note 3)
19		Action is proposed under agency procedures equivalent to 5 U.S.C. 75			RRM	Reg 715.202 EAA (See Note 3)
20		Action is proposed under other procedures not described in Rules 1-19			RSM	Reg 715.202 OAA (See Note 3)
21	Under conditions not covered in Rules 1-20		317	Resignation	RPM	Reg 715.202

NOTES:

[1] Use *only* when the employee has been notified in writing of the action proposed against him/her or of the action the agency has decided to take against him/her.

[2] If an employee declines a reassignment and the agency issues a notice of proposed termination which is then followed by the employee's resignation, use Rules 18-20.

[3] The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures"; the suffix "EAA" stands for "in lieu of action proposed under agency procedures which are equivalent to the Civil Service adverse action procedures"; and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures".

Table 31-B Processing ◆ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ◆ Terminations and Deaths

R U L E	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
1	Because of death of employee		350	Death		(No Entry Required)
2	Because employee in the Senior Executive Service moves to an SES position in another Federal agency (without a break in service) (See Note 1.)	Employee is an SES Career appointee who moves to another SES career appointment as a result of action initiated by appointing officer after an unsatisfactory performance rating was given	352	Termination-Appt in (Agency)	VEJ	5 U.S.C. 4314
3		Employee is an SES Career appointee who moves to another SES career appointment under conditions not covered in Rule 2			V6M	5 U.S.C. 3395(a)(1)(B)
4		Employee is an SES noncareer appointee who moves to another SES non-career appointment			VAG	5 U.S.C. 3395(d)(2)
5	When an SES appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by appointing officer.	Action is based on unsatisfactory performance during the SES probationary period			VDJ	5 U.S.C. 3594(a)
6		Action is based on assignment of an unsatisfactory performance rating			VFJ	5 U.S.C. 4314(b)(3)

Table 31-B Processing ♦ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ♦ Terminations and Deaths (Continued)

RULE	A *If Separation Is*	B *And*	C *Then NOAC is*	D *NOA Is*	E *Auth. Code Is*	F *Authority Is*
7	When an SES appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by appointing officer.	Action is based on assignment of two less than fully successful performance ratings during a period of three consecutive years	352	Termination-Appt In (agency)	VGJ	5 U.S.C. 4314(b)(4)
8	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 7 above (See Notes 1 and 4.)	Separation is because function moves from one agency to another			PDM	Reg 351.302
9		Employee accepts a job at a higher grade in same pay system			DFM	FPM Ch. 715, S3-3a—Prom
10		Employee accepts a job at a lower grade job in same pay system			DKM	FPM Ch. 715, S3-3a—CLG
11		Employee accepts a job at the same grade in the same pay system or a job in another pay system			DBM	FPM Ch. 715, S3-3a
12	To transfer to an international organization				PZM	Reg 352.308
13	To accept appointment in the American Institute in Taiwan				ZPM	PL 96–8
14	To enter military service (See Note 1.)	Separation is effected at time of entry into service	353	Termination-Mil	P9M	Reg 353.104
15		Separation is effected upon failure to return from military furlough			CYM	FPM Ch. 353, App A

Table 31–B Processing ◆ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ◆ Terminations and Deaths (Continued)

R U L E	A If Separation Is	B And	C Then NOAC is	D NOA Is	E Auth. Code Is	F Authority Is
16	Because of mental or physical disability	Separation is effected under U.S.C. 75	354	Termination-Disability	VAJ	5 U.S.C. 75
17		Separation is effected under agency procedures equivalent to 5 U.S.C. 75			VHJ	5 U.S.C. 75 Eq
18		Separation is not covered by Rules 16 and 17.			USM	(Enter Agency Reg)
19	Effected on the NTE date of a temporary appointment ◆ or when employee has worked the number of days or hours to which the appointment was limited ◆		355	Termination-Exp of Appt		(No Entry Required)
20	Because employee declined to accept a a directed reassignment, outside the commuting area, which was not provided for in employee's position description or employment agreement	Action is effected under 5 U.S.C. 75	356	Termination-Involuntary	VAJ	5 U.S.C. 75
21		Action is effected under agency procedures equivalent to 5 U.S.C. 75			VHJ	5 U.S.C. 75 Eq
22		Action is not covered by Rules 20 and 21			USM	(Enter Agency Reg)
23	Because employee declined to accompany his/her function or activity when it was moved outside of the employee's commuting area	Action is effected under 5 U.S.C. 75			VJJ	5 U.S.C. 75 Relo
24		Action is effected under agency procedures equivalent to 5 U.S.C.75			V2J	5 U.S.C. 75 Relo-Eq
25		Action is not covered by Rules 23 and 24			UTM	(Enter Agency Reg)

Table 31–B Processing ♦ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ♦ Terminations and Deaths (Continued)

R U L E	A	B	C	D	E	F
	If Separation Is	And	Then NOAC is	NOA Is	Auth. Code Is	Authority Is
26	By displacement (FPM Ch. 316, S7)		356	Termination-Involuntary	NQM	Reg 316.801
27	By RIF procedures (FPM Ch. 351)				PNM	Reg. 351.603
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor	Employee is serving an initial probationary period	385	Discharge during prob/trial period	L2M	Reg 315.804
29		Employee is serving a trial period required by civil service or agency regulation			L4M	Reg 315.804 Eq
30		Employee is currently serving a probation period in the SES			V2M	5 U.S.C. 3393
31		Employee is serving an appointment which does not afford him/her appeal rights	386	Discharge	ZLK	(Enter Law, EO. or Reg that authorizes discharge because of performance)
32		Is effected under Part 432, CS Regs	356	Termination-Involuntary	QGM	Reg 432.201
33		Is effected under agency regs equivalent to Part 432, CS Regs			QHM	Reg 432.201 Eq
34		Is not covered under Rules 28–33			U2M	(Enter Agency Reg for termination based on performance)

Table 31-B Processing ◆ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ◆ Terminations and Deaths (Continued)

R U L E	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
35	Because of lack of work, ◆ lack of funds, or ceiling limitations when employee is on a competitive service appointment limited to one year or less ◆	Action is not effected under RIF Regulations	356	Termination–Involuntary	MUM	Reg 316.401
◆36	Because of lack of work, lack of funds, or ceiling limitations when employee is on a temporary appointment that is not described in Rule 35	Action is not effected under RIF Regulations			ZLM	(Enter authority under which employee was appointed) ◆
37	Because employee failed to qualify for conversion under Reg 315.704 for reasons other than conduct or delinquency (See Notes 2 and 3)	Action is effected under 5 U.S.C. 75			LUM and VAJ	Reg 315.704(c) and 5 U.S.C. 75
38		Action is not effected under 5 U.S.C. 75			LUM	Reg 315.704(c)
39	Of a reemployed annuitant serving at the will of the appointing authority	The basis and procedure for the termination is not covered in Rules 16–38			VCM	5 U.S.C. 3323

Table 31–B Processing ♦ Nondisciplinary Separation Actions That Are Initiated by the Agency: Discharges, ♦ Terminations and Deaths (Continued)

R U L E	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
40	For reason not covered in Rules 20–39	Reason meets definition of "involuntary" which is found in FPM Supp. 831–1, subch 11. ♦ (Use this definition for employees who are covered under the Civil Service Retirement System *as well as for* those who are serving on appointments under which they are not covered) ♦	356	Termination Involuntary	ZLM	(Enter E.O., Law or Reg that authorizes termination)
41	Not covered elsewhere in Table 31–B ♦ (e.g., to separate a student who is no longer eligible for his/her appointment because of a change in academic majors or his/her leaving school) ♦		357	Termination		

NOTES:

[1] Although an employee may submit a resignation in such cases, resignation is not required and the action should not be processed as a resignation.

[2] When conduct is a factor, the action is processed under Table 31–C as Removal.

[3] Includes separation for failure to pass an examination.

[4] When reason employee is moving to the other agency is because of a RIF separation, the separation should be processed as a Termination-Involuntary, following the instructions in Rule 27.

Table 31-C Processing ♦ Disciplinary Separations: Discharges and ♦ Removals

RULE	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
1	Instructed by MSPB		330	Removal	VAM	5 USC 1207(a)
2	Instructed by OPM	Is based on suitability reasons			RYM	Reg 731.201
3		Is based on reasons other than suitability			A3M	CS Rule V
4	Effected by agency head in the interest of national security				V4J and ZEM	5 USC 7532 and E.O. 10450
5	Because of conditions arising in whole or in part before the employee's entrance on duty (See Note 1.)	Is effected during an initial appointment probation	385	Discharge during prob/trial period	L6M	Reg 315.805
6		Is effected during a trial period required by civil service or agency regs			L8M	Reg 315.805 Eq
7		Is effected during the probationary period of an SES career appointee without placement rights			VUM	5 U.S.C. 3393 Preappt
8		Employee is serving on an appointment (other than one described in Rules 5–7 above) which does not afford him/her appeal rights	386	Discharge	ZLM	(Enter Law, E.O., or Reg that authorizes discharge)
9		Is effected under 5 U.S.C. 75	330	Removal	V5J	5 U.S.C. 75, Preappt
10		Is effected under agency procedures equivalent to Part 752, CS Regs			V7J	5 U.S.C. 75, Preappt Eq

Table 31-C Processing ♦ Disciplinary Separations: Discharges and ♦ Removals (Continued)

R U L E	A If Separation Is	B And	C Then NOAC is	D NOA Is	E Auth. Code Is	F Authority Is
11	Because of conditions arising in whole or in part before employee's entrance on duty (See Note 1)	Is not covered by Rules 5–10	330	Removal	USM	(Enter agency's authority for removal)
12	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the removal is not covered under Rules 1–11)	Is effected during an initial appointment probation	385	Discharge during prob/trial period	L2M	Reg 315.804
13		Is effected during a trial period required by civil service or agency regulations			L4M	Reg 315.804 Eq
14		Is effected during the probationary period of an SES career appointee without placement rights			VYM	5 U.S.C. 3393, Postappt
15		Employee is serving on an appointment (other than one described in Rules 12–14 above) which does not afford him/her appeal rights	386	Discharge	ZLJ	(Enter Law, E.O. or Reg that authorizes discharge because of misconduct)
16		Is effected under 5 U.S.C. 75	330	Removal	V6J	5 U.S.C. 75, Postappt
17		Is effected under agency procedures equivalent to 5 U.S.C. 75			V8J	5 U.S.C. 75, Postappt Eq
18		Is not covered under Rules 12–17			UPM	(Enter agency's authority for removal because of misconduct)

Table 31–C Processing ♦ Disciplinary Separations: Discharges and ♦ Removals (Continued)

R U L E	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
19	Because of employee's conduct or delinquency after entrance on duty *and* because of unacceptable performance	Is effected during an initial appointment probation	385	Discharge during prob/trial period	L5M	Reg 315.804 Mix
20		Is effected during a trial period required by civil service or agency regulations			LXM	Reg 315.804 Eq-Mix
21		Is effected during the probationary period of an SES career appointee without placement rights			V2M	5 U.S.C. 3393
22		Employee is serving on an appointment (other than one described in Rules 19–21 above) which does not afford him/her appeal rights	386	Discharge	ZLL	(Enter Law, E.O. or Reg that authorizes discharge because of *both* misconduct and performance)
23		Is effected under 5 U.S.C. 75	330	Removal	VAJ	5 U.S.C. 75
24		Is effected under agency procedures equivalent to 5 U.S.C. 75			VHJ	5 U.S.C. 75 Eq
25		Is not covered under Rules 19–24			UQM	(Cite agency's authority for removal because of both misconduct and performance)

Table 31-C Processing ♦ Disciplinary Separations: Discharges and ♦ Removals (Continued)

R U L E	A	B	C	D	E	F
	If Separation Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
26	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Reg 315.704	Removal is effected under procedures of 5 U.S.C. 75	330	Removal	LUM and VAJ	Reg 315.704(c) and 5 U.S.C. 75
27		Removal is not effected under procedures of 5 U.S.C. 75			LUM	Reg 315.704(c)
28	Because employee abandoned his/her position (See Note 2)	Adverse action removal procedures are not followed			C7M	FPM Ch. 715, S3-2
29	Not covered elsewhere in Table 31C				ZLM	(Enter E.O. Law or Reg that authorizes removal)

NOTES:

[1] Includes separation for intentional false statements in application and appointment papers, failure to qualify in investigation, etc.

[2] If employee is later found, in fact, to have resigned before the removal was processed, the removal can be corrected (following the procedures in subch. 32) to show a resignation.

Table 31–D Codes for Required Remarks (Important: More than One Rule May Apply.)

RULE	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
1	Employee is resigning	Gave a reason for his/her resignation		R19
2			Agency knows of a specific, factual reason which differs from the employee's reason (See Note 2.)	R19 and S24
3		Gave no reason for resigning	Agency knows of a specific, factual reason for the resignation (See Note 2.)	S68 and S24
4			Agency has no other information available (See Note 2.)	S68 and S23
5	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance (See Notes 2 and 3.)	Employee filed a grievance	M26
6			Employee did not file a grievance	M27
7	SES Career Appointee is resigning	Resigns after receiving notice of proposed removal or placement out of SES during probation	Does not have guaranteed placement rights	M58
8		Resigns after receiving notice of proposed placement out of SES for unsatisfactory or less than fully satisfactory performance.		M58 and S76

Table 31–D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

RULE	A *If*	B *And*	C *And*	D *Then Required Remarks Codes Are (See Note 1)*
9	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of proposed position change for failure to satisfactorily complete that probationary period		S74
10		Resigns after being notified of decision on position change as a result of failure to satisfactorily complete that probationary period.		S75
11	Employee resigns after being given written notice of adverse action the OPM or agency proposes to take	Employee is *not* serving an initial appointment probation, a trial period required by civil service or agency regulations, or on any appointment which does not afford him/her appeal rights (See Note 2.)	The action proposed was a separation action	S31
12			The action proposed was demotion	S32
13			The action proposed was suspension	S33
14	Employee resigns after being given written notice of adverse action the OPM or agency has decided to take		The pending action was a separation action	S28
15			The pending action was demotion	S29
16			The pending action was suspension	S30
17	Employee is transferred to an international organization			M62

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Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A If	B And	C And	D Then Required Remarks Codes Are (See Note 1)
18	Employee received a RIF Notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56
19			Gave reasons for declining the offer	S51, S54, and R55
20		Was not offered another job		S51 and S58
21	Employee received a Displacement Notice	Was offered another job	Declined the offer without giving a reason	S50, S54, and S56
22			Gave reasons for declining the offer	S50, S54, and R55
23		Was not offered another job		S50 and S58
24	SES appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency	The action is initiated by the appointing officer based on unsatisfactory or less than fully satisfactory performance		M58
25	Termination is because of mental or physical disability			S48
26	NOA is Termination-Involuntary	Is based on employee declination of relocation		R53
27		Is based on employee declination of assignment		R52
28		Is not covered by Rules 26–27		S48
29	NOA is Termination			S48

Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
30	Employee is terminated after receiving a written notice of adverse action proposed by the OPM or agency	The termination was for reasons other than the pending or proposed adverse action (See Note 2.)	The action proposed was a separation	S42
31			The action proposed was demotion	S41
32			The action proposed was suspension	S40
33	Employee is terminated after receiving a written notice of decision on a proposed adverse action		The decision was a separation	S45
34			The decision was for demotion	S44
35			The decision was for suspension	S43
36	NOA is Removal	Removal is ordered by MSPB		S73
37		Removal is ordered by OPM		S46
38		Removal is NOT ordered by OPM or MSPB		S47
39	Employee abandoned his/her position			S20
40	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is known	Retained rate *will* terminate during period of lump sum payment	N26 and P18
41			Retained rate will not terminate during period of lump sum payment	N26
42			Employee does not have retained rate	

Table 31–D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
43	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is not yet available	Retained rate *will* terminate during period of lump sum payment	N27 and P18
44			Retained rate *will not* determine during period of lump sum payment	N27
45			Employee does not have retained rate	
46	Employee has been in nonpay status during current calendar year	Total nonpay status during current calendar year exceeds 6 mos		G31
47	Separation is from intermittent employment	Employment has been without compensation (WC)		G29
48		Employee has been paid for his/her services		G30
49	Employee was receiving (or was entitled to receive) severance pay at the time of his/her current appointment based upon a previous separation (see Note 3)	Severance pay is to be *resumed* by agency responsible for severance pay fund (See Note 4.)		N20
50		Employee lost his/her entitlement to severance pay (See Note 4.)		N23
51		Severance pay is to be *recomputed* by agency responsible for severance pay fund (See Note 4.)		N21

Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
52	Employee is entitled to severance pay based upon the separation (see Note 5)			N22 and N59
53	Employee's separation is as a result of reduction in force	Employee is not entitled to severance pay		N23
54		Employee is in Tenure Group I or II of the competitive service		M63
55	Employee leaves agency under conditions which entitle him/her to reemployment rights.			M64
56	NOAC/NOA is *355 Termination—Exp of Appt*	Employee refused extension of appointment		S57
57	Employee ♦ completed requirements ♦ for WGI *on* or *before* separation date.	WGI ♦ was not effected ♦		P16
58	Employee has been subject to 7½% CSR deduction			B06
59	Employee may be barred from annuity under 5 U.S.C., Ch. 83, Subch. II (See Note 6.)	Employee is *eligible* to apply for an immediate annuity		M61
60		Employee is not eligible to apply for an immediate family		M60
61	Separation results from disability	Disability results from injury during performance of duty (See Note 7.)		N10

Table 31–D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
62	Employee resigns during initial appointment probation			S65
63	Employee resigns during trial period			S66
64	Reason for separation is resignation, termination, removal or discharge			M67
65	Employee separates to go to the American Institute in Taiwan under P.L. 96–8			M04
66	Employee separates to accompany an U.S. Government military or civilian sponsor overseas			S78

NOTES:

[1] See Table 31–E to translate codes into actual remarks.

[2] When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford/him/her appeal rights, NO agency findings regarding employee's resignation or agency reasons for discharge may be placed on the SF 50.

[3] When employee's reason for resigning is work connected and agency disputes the reason, the employee should be advised he/she may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised, and if so, ask which of these remarks applies.

[4] Remarks on the separation SF 50 for the previous separation and of the SF 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.

[5] See FPM Ch. 550, S7 to determine conditions under which severance pay will be recomputed or resumed and conditions under which severance pay entitlement is lost.

[6] See criteria in FPM Ch. 550, S7.

[7] See list of offenses barring annuity payments in FPM Supp. 831–1, S6.

[8] See criteria in 5 U.S.C. 8102.

Table 31-E Codes and Corresponding Remarks—Resignations, Terminations and Removals

R U L E	If Code is	Then remark is
1	B06	Employee subject to 7½% CSR deduction during the period (date) through (date).
2	E51	Employee has guaranteed placement rights during probation.
3	G29	Intermittent employment totaled (number) days in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare SF 50 without it. Process a 002/Correction action to add the information to the SF 50 later.]
4	G30	Intermittent employment totaled (number) days in pay status from (date) to (date) [Note: When information on work status is not immediately available, prepare SF 50 without it. Process a 002/Correction action to add the information to the SF 50 later.]
5	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
6	M04	Under P.L. 96-8, is entitled to continue under Civil Service (or Foreign Service) retirement, FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
7	M26	Employee was advised of opportunity to file grievance and elected to do so.
8	M27	Employee was advised of opportunity to file grievance and elected not to do so.
9	M58	No SES reinstatement rights.
10	M60	Information on possible 5 U.S.C. 83, Subch. II case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of SF 50.]
11	M61	Possible 5 U.S.C. 83, Subch. II case. [Note: Enter this on payroll copy only of SF 50.]
12	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.

Table 31-E Codes and Corresponding Remarks—Resignations, Terminations and Removals—(Continued)

RULE	If Code is	Then remark is
13	M63	To be placed on (agency) reemployment priority list until (date).
14	M64	You have employment rights in (agency) for (how long) under (authority).
15	M67	Forwarding address.
16	N10	To (or expected to) be paid under 5 U.S.C. 81.
17	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
18	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
19	N22	Entitled to ($) severance pay fund to be paid at the rate of ($) per week over (number) weeks beginning (date).
20	N23	Not entitled to severance pay.
21	N26	Lump-sum payment to cover (number) hours ending (date and hour).
22	N27	Lump-sum payment to be made for any unused annual leave.
23	N59	OPF retained by (name & address of office).
24	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
25	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
26	R19	◆ Reason for resignation: ◆(Enter reason given by employee. When reason is too lengthy to fit into block 37 of the SF 50, it should be summarized.)
27	R52	Reason(s) for declination of assignment: (enter reason(s)).
28	R53	Reason(s) for declination of relocation: (enter reason(s)).
29	R55	Refused job offer because: (reasons given by the employee).
30	S20	(State the conditions under which the employee abandoned his/her position.)
31	S23	Agency Finding: No other information available.
32	S24	Agency Finding: (State the specific, factual reason know to agency as to why the employee resigned.)
33	S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).

Table 31-E Codes and Corresponding Remarks—Resignations, Terminations and Removals—(Continued)

R U L E	If Code is	Then remark is
34	S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
35	S30	Agency Finding: Resigned after receiving written notice on(date) of decision to suspend for (reasons).
36	S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
37	S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
38	S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
39	S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
40	S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
41	S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
42	S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
43	S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
44	S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
45	S46	Removal by order of Office of Personnel Management dated (date) for violation of CS (enter proper Rule or Regulation).
46	S47	Reason(s) for removal: (state reason(s)). [Note: Give sufficient details of the specific facts that caused the removal to (a) enable the Office of Personnel Management to determine the employee's reemployment eligibility and retirement rights and (b) enable the State agency to determine his/her entitlement to unemployment insurance. Reasons for the action must be consistent with the reasons stated in the decision on a proposed separation if effected under Part 752 of the regulations; if not effected under Part 752, the reasons shown for the action must be consistent with any written reasons previously given the employee as the basis for his/her separation.]

Table 31-E Codes and Corresponding Remarks—Resignations, Terminations and Removals—Continued

RULE	If Code is	Then remark is
47	S48	Reason(s) for termination: (state reason(s)). [Note: Give sufficient details of the specific facts that caused the termination to (a) enable the Office of Personnel Management to determine the employee's reemployment eligibility and retirement rights and (b) enable the State agency to determine his/her entitlement to unemployment insurance. Reasons for the action must be consistent with the reasons stated in the decision on proposed separation if effected under Parts 432 or 752 of the regulations; if not effected under Parts 432 or 752, the reasons shown for the action must be consistent with any written reasons previously given the employee as the basis for his/her separation.]
48	S50	Displacement notice dated (date).
49	S51	RIF notice dated (date).
50	S54	Offered job(s) of (position title, grade, salary, and geographical location).
51	S56	No reason given by employee for refusing job offer.
52	S57	Refused extension of appointment.
53	S58	No other work available.
54	S65	Resigned during initial appointment probationary period.
55	S66	Resigned during trial period.
56	S68	Employee gave no reason for resignation.
57	S73	Removal by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
58	S74	*Agency Finding:* Resigned after receiving notice of proposed position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
59	S75	*Agency Finding:* Resigned after receiving notice of decision on position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
60	S76	Resigned after receiving notice of proposed conversion from the Senior Executive Service to a position in the (enter: competitive or excepted service).
61	S78	Employee is accompanying a U.S. Government sponsor overseas.

Table 31–F Effective Date for Resignation, Termination or Removal

R U L E	A *If Separation Is*	B *Then Effective Date Is*
1	Because employee accepted other Federal employment without a break in service	Day immediately preceding the day employee entered on duty in the new employing agency (NOTE: *Do not* process the separation action until you have received *evidence* that the employee has actually been appointed in another Federal agency. Accept as evidence of the appointment *only* (1) a copy of the SF 50 or list form by which the other agency appointed the person or; (2) a copy of the other agency's appointment SF 52 bearing the appointment date and the appointing official's signature in the approval block, block 38, of the SF 52.)
2	Because employee is entering military service	◆ Last day of military leave, or day before employee enters on active duty, whichever is later. ◆
3	Because employee does not return to duty after military furlough for any reason other than death	Day before military furlough began
4	Because agency is unable to recall employee on reduction-in-force furlough	On or after the date specified in the *new* notice of reduction-in force (see Note 1)
5	Because employee on reduction-in-force furlough failed to return to duty when called	On the date specified for return to duty
6	Because employee resigns	The date specified by the employee (see Note 2)
7	Processed under the procedures in Parts 432 or 752, CS Regulations.	On or after the last day of any required period of advance notice
8	One for which an advance notice is required by law or regulation	
9	Because of abandonment of position (when removal procedures are not used)	Last day of active duty or approved leave
10	Because of death	Date of death (see Note 3)
11	For reasons other than those described in Rules 1 through 10	Last date on which the employee is carried on the agency's rolls

NOTES:

[1] When an agency finds that it will be unable to recall and must terminate an employee who is on reduction-in-force furlough, it must give the employee a new notice of reduction-in-force at least 30 days in advance of the termination action. The termination will be effective at the end of the period of advance notice.

[2] A resignation should never be made effective earlier than the date specified by the employee in his/her written or oral resignation. When the date specified by the employee includes a period of unapproved leave, the absence may be charged to annual leave, if it is determined to be in the interest of the government, or it may be charged to leave-without-pay or absence without leave. If the agency intends to charge it to LWOP or AWOL, the employee should be advised and given the opportunity to change the date of his/her resignation.

[3] When effective date requested on SF 52 differs from date on death certificate, use date on certificate.

Table 31–G Required Notices, Forms, and Procedures (Important: More than one Rule May Apply.)

R U L E	A *If the employee*	B *Then*
1	Is separating by resignation, termination, or removal (including NOAC/NOAs 385/Discharge during prob/trial period and 386/Discharge	Prepare SF 8 and give it to the employee before or on the employee's date of separation. Show full address of payroll office where individual's records are maintained. (See Note 1.)
2	Is a civilian retiree.	Follow instructions in Table 31–H.
3	Is a military retiree and wants to apply for discontinued service retirement annuity upon separation.	Follow instructions in FPM Supp. 831–1, S3–5.
4	Is enrolled in FEHBP	Go to Table 31–I
5	Is covered by FEGLI	Go to Table 31–J
6	Is covered by CSRS	Go to Figure 31–3
7	Is applying for CSRS discontinued service retirement *but* may be barred from annuity under 5 USC 83, Subch. II (See FPM Supp. 831–S6.)	Forward all information and papers about the offense with the payroll copy of SF 50 to the payroll office for transmittal to OPM with the SF 2806.
8	Is covered by a retirement system other than CSRS	Follow your agency's procedures
9	Is under an OPM conducted full field investigation	Notify OPM so that the investigation may be discontinued. Notice should be addressed to Investigations Management Branch, Office of Personnel Management, Box 886, Washington, DC 20044
10	Is being separated as directed by OPM	Follow instructions from OPM as well as those in this subchapter.
11	Was receiving or was entitled to receive severance pay based on a previous separation at the time of his/her current appointment (See Note 2.)	Send a copy of the separation SF 50 to the agency responsible for the severance pay fund so they will know to begin or resume any required payments.

Table 31-G Required Notices, Forms, and Procedures (Important: More than one Rule May Apply.) (Continued)

R U L E	A	B
	If the employee	*Then*
12	Is being separated to enter military service or to transfer to another agency with reemployment rights	Identify the position to which the employee is assigned on the date of separation and flag it in your agency's service record system so that there will be a record of the job to which the employee has restoration or reemployment rights
13	Is being separated as a result of a compensable injury	
14	Is absent on military duty or becuase of compensable injury when the agency is abolished (and its functions are not transferred)	Go to Figure 31–1
15	Died	Go to Figure 31–2

NOTES:

[1] Responsibility for preparation and distribution of SF 8 may be assigned to the personnel office or to another office at the discretion of the agency. Where another office is responsible, notify it of the employee(s) to whom SF 8 should be given.

[2] Remarks on SF 50 for previous separation and on the SF 50 for current appointment should show whether the employee was entitled to, and/or received, severance pay based upon a previous separation.

Table 31-H Required Notice to OPM When a Retiree Separates

RULE	A	B	C
	If employee is	And	Then
1	An annuitant who was reemployed before 10/1/56 in a position not subject to the retirement system	His/her annuity was suspended when he/she was reemployed	Send notice to OPM, identifying annuitant by name, DOB, SSN, retirement claim number (if available) and date of separation. (See Notes 1 & 2.)
2	A disability retiree who was found recovered or restored to earning capacity	No retirement deductions were made during period of reemployment	Follow instructions in Rule 1C.
3		Retirement deductions were made during period of reemployment	Payroll submits an Individual Retirement Record, SF 2806. If individual is eligible for an immediate annuity, send application for retirement, SF 2801, to Payroll for transmittal to OPM. (See Note 2.)
4	A reemployed annuitant, including a disability retiree who was not found to be recovered or restored to earning capacity.	Dies while reemployed after completing a year or more of continuous full-time or part-time (equivalent to at least one year of full-time) service	Payroll submits SF 2806, Individual Retirement Record. Send survivor's SF 2800, Application for Death Benefits, to Payroll for transmittal to OPM. (See Note 2.)
5		Retiree's reemployment consisted of at least one year of continuous full-time or part-time (equivalent to at least one year of full-time) service.	Follow instructions in Rule 1C. Also, check FPM Supplement 831-1, S15, and if employee is eligible for a supplemental annuity, have payroll submit an Individual Retirement Record, SF 2806, listing all service in agency since retirement, together with retiree's new application for retirement, SF 2801. (See Note 2.)

Table 31–H Required Notice to OPM When a Retiree Separates—(Continued)

R U L E	A	B	C
	If employee is	*And*	*Then*
6	A reemployed annuitant, including a disability retiree who was not found to be recovered or restored to earning capacity	Retiree's reemployment consisted of less than one year of continuous full-time or part-time (equivalent to at least one year of full-time) service	No special notice is required. (See Note 2.)
7	A former annuitant whose retirement was based on Involuntary Separation (See FPM Supplement 831–1, S11.)	Retirement deductions were made during period of reemployment	Payroll notifies the Office of Personnel Management by submitting an Individual Retirement Record, SF 2806. (Send application for retirement, SF 2801, to Payroll for transmittal to OPM if employee is eligible for an immediate annuity.) (See Note 2.)

NOTES:

[1] Send notices to Office of Personnel Management, Compensation Group, Washington DC 20415.

[2] If life insurance is involved, see FPM Supplement 870–1, subchapter S6.

Table 31–I Procedures Required When Employee is Enrolled in a Health Benefits Plan (FEHBP) (Continued)

R U L E	A	B	C	D
	If the employee	*And*	*And*	*Then*
1	Dies	Employee is not in military service at time of death (See Note 1.)	Employee's survivor is eligible to continue health benefits enrollment (See FPM Supplement 890–1, S16, for eligibility criteria.)	Use SF 2810 to transfer enrollment to Civil Service Retirement System (or other retirement system involved). Send enrollee copy of SF 2810 transferring the enrollment to the survivor or his/her representative; Advise survivor that if he/she does not want to continue enrollment, he/she must cancel it by sending SF 2809 canceling the enrollment to the retirement system or by sending a letter to that effect. (See FPM Supplement 890–1, S16.) Send the following documents to your payroll office for transmittal to the retirement system: —claim for death benefits of the retirement system and any other retirement papers; —employing office copy of the SF 2810 transferring the enrollment: —*all* SFs 2809 (with any related medical certificates) prepared by or for the employee which were filed in his/her OPF.

Table 31-I Procedures Required When Employee is Enrolled in a Health Benefits Plan (FEHBP) (Continued)

RULE	A	B	C	D
	If the employee	*And*	*And*	*Then*
2	Dies	Employee is not in military service at time of death (See Note 1.)	Employee's survivor is *Not* eligible to continue health	Terminate enrollment by —issuing SF 2810 in accordance with procedures in FPM Supplement 890–1, S9; —giving enrollee copy of SF 2810 to survivor; and —advising survivor that on back of his/her copy of SF 2810 is an application to use to apply for conversion to a non-group health benefits contract.
3		Employee is in military service at time of death (See Note 1.)		Follow procedures in FPM Supplement 890–1, S10
4	Is separated by Termination-Appt in (Agency)	24 or fewer employees who are enrolled in the same plan transfer on the same day from one payroll office to another payroll office		Continue health benefits coverage for each employee by —completing SF 2810 in accordance with FPM Supplement 890–1, S13–8b; —giving enrollee copy of SF 2810 to employee; filing employing office copy in OPF; —sending carrier and payroll office copies to Payroll Office; (See Note 2.)

Table 31–I Procedures Required When Employee is Enrolled in a Health Benefits Plan (FEHBP) (Continued)

R U L E	A	B	C	D
	If the employee	*And*	*And*	*Then*
5	Is separated by Termination-Appt in (Agency)	24 or more employees who are enrolled in the same plan transfer on the same day from one payroll office to another payroll office		Follow the instructions in FPM Supplement 890–1, S13–8d.
6	Transfers to an international organization	Employee wants to continue health benefits enrollment	Agency head agrees to continuation of enrollment	Advise employee he/she must pay employee share of benefits coverage through the agency for enrollment to continue (See FPM Supplement 890–1, S8–4h, and FPM chapter 352).
7		Employee does not want to continue enrollment		Terminate enrollment by —issuing SF 2810 in accordance with procedures in FPM Supplement 890–1, S9; —giving enrollee copy of SF 2810 to employee; —advising employee that on back of his/her copy of SF 2810 is an application to use to apply for conversion to a nongroup health benefits contract.

Table 31–I Procedures Required When Employee is Enrolled in a Health Benefits Plan (FEHBP) (Continued)

R U L E	A	B	C	D
	If the employee	*And*	*And*	*Then*
8	Will receive discontinued service retirement annuity upon separation	Employee is eligible to continue health benefits enrollment (See FPM Supplement 890–1, S14.)	Employee wants to continue enrollment	—Use SF 2810 to transfer enrollment to the retirement system; —Send SF 2801, application for retirement, to payroll along with: —SF 2810 (Employing Office Copy); —*All* SFs 2809, (Health Benefits Registration Form) with any related medical certificates in the employee's OPF.
9		Employee does not want to continue health benefits enrollment or is not eligible to continue it		Terminate enrollment following procedure under Rule 7.
10	Is receiving injury compensation at time of separation (See Note 3.)	Office of Workers Compensation Programs (OWCP) determines enrollment may continue	Employee wishes to continue enrollment	—Transfer enrollment to OWCP on SF 2810: —Send to OWCP: —SF 2810 (Employing Office Copy) —*All* SFs 2809 (with any related medical certificates) prepared by or for the employee which were filed in the OPF. —Give enrollee copy of SF 2810 to employee.
11		Employee does not wish to continue enrollment or is not eligible to continue it		Terminate enrollment following procedure under Rule 7. Upon request from OWCP, transfer enrollment to OWCP on SF 2810.

Table 31-I Procedures Required When Employee Is Enrolled in a Health Benefits Plan (FEHBP) (Continued)

R U L E	A *If the employee*	B *And*	C *And*	D *Then*
12	Resigns or is separated but is not covered by Rules 1–11	It is known that within 3 calendar days after date of separation employee will return to government service in a position in which he/she will be eligible to reacquire insurance		Continue health benefits coverage by —completing SF 2810 in accordance with FPM Supplement 890–1, S13–8b; —giving enrollee copy of SF 2810 to employee; —filling employing office copy in OPF; —sending carrier and payroll office copies to payroll office; (See Note 2.)
13	Is separating under conditions not covered in Rule 12			Health benefits enrollment is terminated; follow procedures under Rule 7.

NOTES:

[1] For purposes of this table, military service means service not limited to 30 days or less.

[2] See FPM Supplement 890–1, S8 and S13 for additional information. With few exceptions, health benefits coverage is continued on a move to another agency even if the employee's new appointment is to a position in which the employee would normally be excluded from health benefits coverage; check section S4–3, Subchapter 4 of FPM Supplement 890–1, to be sure. If the employee does move to a position which is excluded from coverage under this section, enrollment is terminated following procedures in Rule 7.

[3] Rules 10 and 11 apply only if the employee is in receipt of benefits under the Federal Employee's Compensation Law because of disease or injury and is held by the Department of Labor to be unable to return to duty. (See FPM Supplement 890–1, S17, for additional information)

Table 31–J Procedures Required When Employee is Enrolled in Federal Employees Group Life Insurance (FEGLI)

RULE	A	B	C
	If the employee	*And*	*Then*
1	Dies		—Contact deceased employee's survivor promptly and provide him/her with Form FE-6; assist the survivor completing it —Review completed FE-6 and submit to OFEGLI along with following documents: —death certificate —SF 2821 (certified by agency) —SF 2823 (or SF 54), Designation of Beneficiary (all copies in OPF) (see FPM Supp. 870–1, S8–S10, for additional information regarding death benefits)
2	Separates by Termination-Appt in (agency)		FEGLI coverage automatically continues. Keep all documents relating to FEGLI coverage in employee's OPF.
3	Transfers to ◆ a public ◆ international Governmental organization	Employee wants to continue coverage	Advise employee that he/she must pay ◆ employee's share of cost ◆ for coverage to continue. (See FPM Supplement 870–1, S2–8, and FPM chapter 352.)

Table 31–J Procedures Required When Employee Is Enrolled in Federal Employees Group Life Insurance (FEGLI) (Continued)

RULE	A *If the employee*	B *And*	C *Then*
4	Transfers to a public international organization	Employee does not want to continue enrollment	Terminate coverage by: —Completing SF 2819, Notice of Conversion Privilege, and furnishing it to the employee (indicate on SF 2819 the date on which it was issued and the name and mailing address of the issuing agency). (See Note 1.) —*If employee so requests,* furnish him/her with SF 2821, Agency Certification of Insurance Status (original and duplicate copies). Keep file copy of SF 2821 in OPF. (See Note 1.)
5	Will receive immediate retirement annuity upon separation	Employee is eligible to and wants to continue enrollment (see FPM Supplement 870–1, S6–1) (See Note 4.)	—Have employee complete SF 2818, Election of Post-Retirement Basic Life Insurance Coverage —Complete SF 2821, Agency Certification of Insurance Status —Attach SF 2818, SF 2821 (together with all SFs 2823 (or SF 54), Designation of Beneficiary,) to the retirement application (See Note 2.)
6		Employee is *not* eligible to continue enrollment or does not want to continue it	Terminate enrollment following procedures in Rule 4

Table 31–J Procedures Required When Employee Is Enrolled in Federal Employees Group Life Insurance (FEGLI) (Continued)

RULE	A *If the employee*	B *And*	C *Then*
7	Is in receipt of injury compensation at time of separation or at the end of 12 months LWOP (see Note 3)	Employee wants to continue FEGLI coverage (See Note 4.)	—Have employee apply for continued coverage using reverse side of SF 2821; —Forward SF 2821 together with all SFs 2823 (and SFs 54) the employee may have on file to the OPM (See FPM Supp. 870–1, S7, for additional information regarding continuance of FEGLI coverage for employees receiving compensation.)
8	Is in receipt of injury compensation at time of separation (See Note 3.)	Employee does *not* want to continue FEGLI coverage	Terminate coverage following procedures in Rule 4.
9	Separates under conditions not covered in Rules 1–8 above		FEGLI coverage terminates; follow procedures in Rule 4.

NOTES:

[1] An employee who receives an SF 2819 may later request an SF 2821 if he/she wishes to convert to individual coverage. If the agency wants to, it may just issue SF 2821 to begin with instead of issuing both forms.

[2] If employee wishes to change his/her coverage or cancel it, certain additional procedures are required. (See FPM Supplement 870–1.)

[3] Rules 7 and 8 apply only if the employee is in recipt of benefits under the Federal Employee's Compensation Law because of disease or injury and is held by the Department of Labor to be unable to return to duty. (See FPM Supplement 870–1, S7, for additional information.)

[4] Employee can continue Basic, but convert any or all options. See FPM Supplement 870–1 for additional information.

Table 31–K Disposition of Official Personnel Folder (OPF)

R U L E	A If	B Then
1	OPF is requested by another Federal agency or office	Send OPF to the requestor within 5 working days after the request is received. (See Note 1.)
2	OPF is requested by the District of Columbia Government	Send a transcript of the employee's record to the requesting office and send the OPF to the NPRC within 90 days after separation (See Notes 1 & 3.)
3	Permanent records which should be filed in the OPF are not complete or available	Keep OPF until permanent records are obtained and filed; then send OPF to NPRC (or to requesting agency/office) (See Note 1.)
4	Retirement ◆ or death ◆ claim is being processed	Keep OPF for 120 days, then send OPF to NPRC.
5	It is probable that the employee will be employed repeatedly, after separation, for short periods of time in the agency	Keep OPF
6	Employee is separated to enter military service	Keep OPF until reemployment (or expiration of restoration rights)
7	Employee is transferred to an international organization	
8	Employee's name will be placed on reemployment priority list (See Note 4.)	Keep OPF until employee's name is removed from the list
9	Employee appeals the separation	Keep OPF until appeal is resolved
10	Employee is entitled to severance pay upon separation.	Keep OPF until reemployment, or expiration of severance pay fund, whichever comes first
11	None of the conditions in Rules 1 through 10 exist	Send OPF to NPRC within 90 days after date of separation. (See Note 5.)

NOTES:

[1] If employee's new agency requests a transcript or the OPF before SF 1150 (Record of Leave Data) is received from the Payroll Office, forward the transcript or OPF without it. With the OPF or transcript send a written notice to explain of the delay; include an estimate of employee's annual and sick leave balances.

[2] When employee transfers to another Federal agency with reemployment rights, be sure to retain a copy of his/her separation SF 50 or Service Record Card (SF 7) for later use in processing the reemployment action. The record can be destroyed if employee fails to exercise his/her reemployment rights.

[3] See FPM Supp. 293–31 for instruction on how to prepare a transcript.

[4] See criteria in FPM chapter 351, S8).

[5] OPF may be retained for up to 120 days in death and retirement cases.

Figure 31-1 Abolishment of Agency-Notice to OPM

Send this notice to the Office of Personnel Management if your agency is to be abolished and its functions will not be transferred to another agency.

Step 1: Prepare a list of employees who are absent because of compensable injury or military duty. For each employee, show:

- name
- date of birth
- social security number
- position
- grade
- pay
- organizational location

Step 2: Send the list to the OPM Regional office:

If the agency to be abolished is in the metropolitan area of Washington, D.C., the list goes to the Associate Director for Staffing, Office of Personnel Management, Washington, D.C. 20415, (see FPM chapter 353, appendix B).

Step 3: File on the right side of the OPF for each affected employee a notice that OPM has been advised of the employee's restoration rights.

Step 4: Notify employees.

When possible, notify each affected employee that the agency has been abolished. Tell the employee to get employment advice from the Office of Personnel Management when he/she returns from military service or recovers from compensable injury.

Figure 31–2 Actions Necessary When Separation Is Because of Death of Employee

Situation	*Action Required*
In all death cases	• Forward "Employee" copy of the SF 50 to the employee's survivor or representative of the estate with an explanatory letter which contains —an expression of condolance (if letter is addressed to a family member) and —an explanation that it is a requirement of the Federal Personnel System to document the reason for an employee's separation from Federal employment, and that there may be instances when the "Notification of Personnel Action" will be needed by the survivor of the employee, such as when submitting a claim for survivor's benefits. • Assist survivor in preparing and submitting claims for final pay and leave payments (SF 1153)
Employee was covered by an FEHBP Plan	Explain right of survivor annuitant to continue health benefits coverage (Table 31–I)
Employee was covered under FEGLI	Assist survivor in preparing and submitting FE 6 and supporting forms (See Table 31–J.)
Employee was covered under a retirement system	Assist survivor in preparing and submitting SF 2800, Claim for Death Benefits, for employees covered under Civil Service Retirement System). See FPM Supp. 831–1, S17. Follow agency procedures for employees covered under another retirement system.
Employee's death may have resulted from injury or illness related to official working assignments	Advise survivor that he/she may be eligible for benefits under the employee's compensation statute. (See FPM chapter 810 for procedures.)

Figure 31-3 Actions Required When Separating Employee Is Covered by the Civil Service Retirement System (CSRS)

	Situation	*Action Required*	
1	Employee wants to apply for discontinued service retirement because separation is involuntary (see FPM Suppl. 831-1, S11).	EMPLOYEE:	Complete SF 2801, Application for Immediate Retirement, and submit to personnel office. ◆ Also complete SF 2801-2, Spouse's Notification of Survivor Election, where applicable. ◆
		PERSONNEL OFFICE:	Prepare ◆ SF 2801-1, Certified Summary of Federal Service; SF 2801, Schedule D, Agency Checklist of Immediate Retirement Procedures; and OPM Form 1510, Certification of Agency Offer of Position and Required Documentation. ◆ Send the completed forms to your payroll office along with any required FEHB FORMS (Table 31-I) and FEGLI forms (Table 31-J), for transmittal to OPM.
2	Employee has died.	PERSONNEL OFFICE:	Prepare ◆ SF 2801-1, Certified Summary of Federal Service. ◆ Advise survivor of right to apply for death benefits and of what benefits may be payable (see FPM Supp. 831-1, S17). Assist survivor in completing SF 2800, Application for Death Benefits. Send the completed forms to your payroll office along with any required FEHB forms (Table 31-I) and FEGLI (Table 31-J) for transmittal to OPM.
3	Employee wants a refund of contributions made to the retirement fund and he or she has not accepted employment in another agency.	PERSONNEL OFFICE:	Tell employee the advantages and disadvantages of leaving contributions in the retirement fund (see FPM Suppl. 831-1, S16-2). Give employee SF 2802, Application for Refund of Retirement Deductions.

Figure 31-3 Actions Required When Separating Employee Is Covered by the Civil Service Retirement System (CSRS) (Continued)

	Situation	*Action Required*	
4	Employee has not accepted other Federal employment and wants to keep contributions in the retirement fund.	PERSONNEL OFFICE:	Tell employee that no action is necessary.
5	Employee has not accepted other Federal employment and will be eligible for a deferred annuity at age 62 (see FPM Supp. 831-1, S12).	PERSONNEL OFFICE:	Advise the employee that he or she may apply for deferred annuity three months before the 62nd birthday. Advise the employee that ◆ he or she may request an ◆ application for retirement ◆ from the US Office of Personnel Management, Civil Service Retirement System, Washington, D.C. 20415. ◆
6	Employee transfers to an international organization.	PERSONNEL OFFICE:	Advise the employee that he or she must pay the employee share of CSRS coverage if coverage is to continue (see FPM chapter 352, S3).
7	Employee has accepted employment in another agency other than an international organization.	PERSONNEL OFFICE:	Tell the employee that no action is necessary in order to retain retirement contributions in the retirement fund.

Figure 31-4 Guide to Information to be Given by Personnel Office to Separating Employee

Situation / Tell Employee About	*Employee enters military service*	*Employee transfers to an international organization*	*Employee separates because of a compensable injury*	*Employee is separated by RIF*	*Employee moves to another agency without a break in service*	*Employee resigns after receiving a RIF notice*	*Employee resigns for reasons not shown in other columns*	*Employee is separated for reasons not shown in other columns*
A. Amount of severance pay he/she will receive (if any) and of the need to notify the agency of any subsequent employment (because it might affect severance pay entitlement)				X		X		
B. Whether he/she is eligible for your agency's Reemployment Priority List and how the list works				X		X		
C. Whether he/she is eligible for the OPM Displaced Employee Program and how the program works				X		X		
D. How to exercise restoration rights and how, when and where to appeal to obtain restoration rights	X	X	X					

Figure 31-4 Guide to Information to be Given by Personnel Office to Separating Employee (Continued)

Situation / *Tell Employee About*	*Employee enters military service*	*Employee transfers to an international organization*	*Employee separates because of a compensable injury*	*Employee is separated by RIF*	*Employee moves to another agency without a break in service*	*Employee resigns after receiving a RIF notice*	*Employee resigns for reasons not shown in other columns*	*Employee is separated for reasons not shown in other columns*
E. How FEHB and FEGLI coverage, if any, will be affected (Tables 31–I and 31–J)	X	X	X	X	X	X	X	X
F. The right to be paid for annual leave or to credit it against his/her return (FPM ch. 352 and ch. 353, App. A)	X	X	X					
G. The right to leave retirement deductions in the retirement fund or to have them refunded (See Note 1)	X	X	X	X		X	X	X

Figure 31-4 Guide to Information to be Given by Personnel Office to Separating Employee (Continued)

Situation / *Tell Employee About*	*Employee enters military service*	*Employee transfers to an international organization*	*Employee separates because of a compensable injury*	*Employee is separated by RIF*	*Employee moves to another agency without a break in service*	*Employee resigns after receiving a RIF notice*	*Employee resigns for reasons not shown in other columns*	*Employee is separated for reasons not shown in other columns*
H. The need to acknowledge in writing the receipt of information concerning the assignment to an international organization and the effect of the assignment on benefits (including leave) and of the need for him/her to provide a written statement as to what benefits he/she wishes to retain while on the assignment. (See FPM ch. 352, S3) (See Note 2.)		X						
I. The uses of resignation reason. Also, if the agency has facts concerning the reason for resignation which differ from the employee's reason, both will be recorded on SF 50 (See Note 3.)					X (See Note 4.)	X	X	

Figure 31–4 Guide to Information to be Given by Personnel Office to Separating Employee (Continued)

Situation / Tell Employee About	Employee enters military service	Employee transfers to an international organization	Employee separates because of a compensable injury	Employee is separated by RIF	Employee moves to another agency without a break in service	Employee resigns after receiving a RIF notice	Employee resigns for reasons not shown in other columns	Employee is separated for reasons not shown in other columns
J. The opportunity to file a grievance if the employee's reason for resignation is work-related and the grievance procedures are appropriate						X	X	
K. Receiving a lump-sum payment for any annual leave he/she has accrued and that any sick leave balance will be recorded in the OPF; if the employee returns to Federal civilian employment under the leave system within 3 years from separation date, the sick leave balance will be recredited to the employee's account				X	X (See Note 5.)	X	X	X

Figure 31–4 Guide to Information to be Given by Personnel Office to Separating Employee (Continued)

Situation / *Tell Employee About*	*Employee enters military service*	*Employee transfers to an international organization*	*Employee separates because of a compensable injury*	*Employee is separated by RIF*	*Employee moves to another agency without a break in service*	*Employee resigns after receiving a RIF notice*	*Employee resigns for reasons not shown in other columns*	*Employee is separated for reasons not shown in other columns*
L. The possible need to provide his/her last earnings and leave statement to the supervisor and time clerk in the "new agency" for possible use of leave before new agency receives the official record of his or her leave balances					X			
M. Reinstatement when employee has reinstatement eligibility. (See FPM ch. 315 for information about time limits on reinstatement eligibility and situations in which time limits may be extended.)				X	X	X	X	X

Figure 31-4 Guide to Information to be Given by Personnel Office to Separating Employee (Continued)

Situation / *Tell Employee About*	*Employee enters military service*	*Employee transfers to an international organization*	*Employee separates because of a compensable injury*	*Employee is separated by RIF*	*Employee moves to another agency without a break in service*	*Employee resigns after receiving a RIF notice*	*Employee resigns for reasons not shown in other columns*	*Employee is separated for reasons not shown in other columns*
N. Tell employee about your agency's requirement for an exit interview. If interview has not been scheduled, tell employee who to contact to set up interview	X	X	X	X	X	X	X	X
O. The OPM requirement that the agency show on SF 50 if there is a pending proposal or decision to take action against an employee for unacceptable performance or misconduct or delinquency (See Note 3.)		X	X	X	X	X	X	X

NOTES:

[1] When the employee is covered by a retirement system other than CSRS, check your agency procedures to see how the separation will affect the contributions the employee has made to the retirement fund and so advise the employee.

[2] When an employee accepts a position with an international organization, he/she is given a copy of part 352 of the CS Regulations and of FPM chapter 352, S3, along with a notice explaining how his/her benefits (including leave) will be affected by the move. The written acknowledgements and statements from the employee should be obtained before the action is made effective.

[3] If employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or is serving under an appointment which does not afford him/her appeal rights, *no* agency reason(s) for or explanations of the action may be placed on the SF 52, the SF 50, the SF 7, or placed in the employee's OPF.

[4] This applies only if the employee submits a resignation even though one is not necessary.

[5] This applies only if the employee moves to an appointment under a different leave system.

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#32 Corrections & Cancellations

Subchapter 32. Corrections, Cancellations and Replacement Actions for Cancellations

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Subchapter 32. Corrections, Cancellations and Replacement Actions for Cancellations

S32-1. Coverage.

This subchapter provides instructions for processing personnel actions which correct or cancel previously issued actions and which replace cancelled actions.

S32-2. Definitions.

a. A *correction:* (1) changes information shown on an earlier action in which an administrative or clerical error occurred; or (2) includes information that was omitted in error.

b. A *cancellation* cancels an earlier action that: (1) has been determined to be improper, or (2) contains remarks that are unfavorable or not true and that should not have been recorded. *CAUTION:* Do not execute a cancellation action unless appropriate authority exists for the cancellation. If back pay is involved, see subchapter H, part 550, of the Civil Service Regulations. Even if back pay is not involved, part 550 may be used for guidance.

c. A *replacement* SF 50 is a currently-issued SF 50 which contains the same data as the cancelled SF 50 *except* that it does not repeat the erroneous data.

S32-3. When to Issue an SF 50.

a. *Correction*

(1) A correction SF 50 need not be issued to correct entries which are not required by this Guide (for example, a position number, appropriation number, etc.). However, if your agency wishes to use the SF 50 for this purpose, use a 900 series NOAC and *do not* report the action to the OPM.

(2) An SF 50 is required in all other instances.

b. *Cancellation*. An SF 50 is required in all cases where an earlier personnel action must be cancelled. Before cancelling an action, particularly when back pay is involved, be sure that appropriate authority exists for the cancellation.

c. *Replacement SF 50*. A replacement SF 50 must be prepared to replace a cancelled SF 50 when:

(1) Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or

(2) the original action was cancelled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or

(3) the original SF 50 was cancelled because it in some way reflected the effects of another personnel action that has been cancelled, (for example, a conversion to career tenure which reflects a wrong grade after a change to lower grade was cancelled).

d. *Newly-Required SF 50*. A new personnel action may be required by the corrective decision or as a result of a cancellation. For example: If you cancelled a reassignment action and issued a replacement action for promotion, you might have to issue actions for within-grade increases for which the employee would have been eligible since the retroactive effective date of the promotion.

S32-4. Instructions.

Follow the instructions below and in subchapters 3 and 4 to complete the SF 52 and prepare an SF 50. Follow your agency's instructions to obtain the approval signature on the SF 52 and on the SF 50.

a. *For Processing Correction Actions*. Use Table 32-A to determine whether a skeletonized, or partially complete, SF 50 may be issued or whether all items on the form must be completed.

When a skeletonized SF 50 is used, the following items must be completed:

name
date of birth
social security number
nature of action code

nature of action
effective date
authority
authority code
agency code
employing department or agency
submitting office number
item(s) being corrected or added
remarks concerning item(s) being corrected
signature, title, and date

(1) The NOAC and NOA for all corrections is 002 CORRECTION plus the NOAC and NOA of the action being corrected. For example: the following would be entered in blocks 18A&B and 19A&B of the SF 52:

002 CORRECTION
112 Temp Appt-PER

(2) If the NOAC on the original SF 50 is being corrected, show the correct NOAC in block 19A. In Remarks, show the incorrect NOAC. For example: "Corrects item 19A from 113." When the action being corrected was effective prior to the implementation of this **Guide** (i.e., prior to 1982), the NOAC/NOA being corrected may not be ones which are still in use. When the NOAC/NOA being corrected is no longer in use, add remark #C30: "NOAC/NOA shown on original action are no longer in use. They were required under FPM Supplement 296–31 which has been replaced by FPM Supplement 296–33"

(3) With one exception the effective date is the same as that shown on the original action. Exception: if the effective date on the original SF 50 is being corrected, then show the correct effective date in block 14 on the SF 50. Show the incorrect date in remarks. For example: "Corrects item (number) from 06/12/78."

(4) If a remark is to be corrected or deleted, in block 37 enter: "Corrects item 37 to read." Then repeat all necessary correct remarks.

(5) You may also wish to enter the name and location of the employing office. This is not a requirement; however, it may be helpful to you in distributing the SF 50.

(6) Complete the authority and authority code on every correction action. If there is no correction to the authority or code, repeat these entries as they appeared on the original action. If the authority or code is being corrected, enter the correct authority and codes in blocks 19C–F and use Remark number C11 to explain what was corrected. For example: "Corrects items (number) and (number) from MUM Reg 316.401".

(7) If the exact same error occurs on more than one previous action, you need to correct only the latest SF 50. All entries on the correction must pertain to the action identified by the NOAC on the correction.

(8) When it is determined that a correction action should not have been issued because the data on the original action was correct, issue a *second* correction action. Use remark code C11 to indicate that the item is being corrected from the documentation on the first correction without reference to the original action. For example: An initial SF 50 was issued with an SCD of 04-09-60. A correction was later issued to change the SCD to 04-12-60. It is now determined that 04-09-60 is correct. Issue another correction action and enter in Remarks: "Corrects item 6 from 04-12-60".

(9) See Table 32–B and Figure 32 to select the remarks required for correction actions.

(10) Determine if the correction action affects any other personnel action(s) in the OPF, or has an effect on the employee's benefits, such as FEGLI or health benefits. Also, review any other forms or documents in the OPF to see if they contain incorrect data. If so, take the necessary steps to correct the actions and records. Consult the Privacy Act specialist in your office for the proper procedures.

(11) Check FPM Supplement 293-31 to determine if any of the documents submitted or created in connection with the action should be filed on the permanent (right) side of the employee's OPF. Follow your agency's instructions to dispose of those not filed in the OPF.

(12) If your system is maintained manually, check the employee's SF 7, Service Record Card. If the item being corrected appears on the SF 7 card, correct the item.

Do not record the correction action itself, but simply change the item as it appears on the SF 7. If your system is automated, follow your agency's instructions for recording the correction.

(13) Distribute SF 50 copies as follows:

  (a) Employee Copy—send to employee in accordance with your agency's instructions.

  (b) Payroll Copy—send to your payroll office along with payroll copy of any other forms related to that action.

  (c) OPM Copy—submit to OPM as FPMIS input as prescribed in FPM supplement 298-1.

  (d) OPF Copy—file on permanent (right) side of employee Official Personnel Folder.

  (e) Chronological Journal Copy—file as discussed in FPM supplement 293-31.

b. *For Processing Cancellation Actions*

(1) A skeletonized SF 50 may be used. This means that the following items only are required:

name
date of birth
social security number
nature of action code
nature of action
effective date
authority
authority code
agency code
employing department or agency
submitting office number
remarks
signature, title, and date

(2) The NOAC and NOA for all cancellations is 001 CANCELLATION, plus the NOAC and NOA of the action being cancelled. For example, the following would be entered in blocks 18A&B and 19A&B of the SF 52:
001 CANCELLATION
365 Suspension

(3) The effective date is the same as shown on the original action.

(4) Use Table 32–C to select the appropriate authority code. Enter the authority and code in blocks 18C–F.

(5) Use Table 32–D to select the appropriate remarks for cancellation actions. Keep in mind that the remarks from the SF 50 being cancelled must not be repeated on the cancellation action.

(6) Determine if the cancellation action affects any other personnel action(s) in the OPF, or has an effect on the employee's benefits such as FEGLI or health benefits. Also, review any other forms or documents in the OPF to see if they now contain erroneous information. If so, take the necessary action to assure that the actions and records contain accurate information. Consult the Privacy Act specialist in your office for the proper procedures.

(7) If your agency maintains the SF 7, Service Record Card, blot out the line(s) containing the erroneous data in such a manner as to make it unreadable. If it is impossible to entirely blot out the erroneous data, then the SF 7 card must be re-done. When a replacement SF 50 is required to erase the effects of a cancelled action, record *only* the replacement action, making no reference to the cancelled action.

(8) If your agency has an automated service record system, follow your agency's instructions to change the record making sure to delete all actions or items referring to a cancelled action. When a replacement SF 50 is required to erase the effects of a cancelled action, record *only* the replacement action, making no reference to the cancelled action.

(9) Do not file the cancellation SF 50 in the Official Personnel Folder (OPF). Remove from the OPF the personnel action (SF 50) being cancelled, the related SF 52, and any supporting documents. When the cancellation results from an appeal, grievance or EEO complaint, the OPF copy of the SF 50 and the material removed from the OPF may be filed in the appeal, grievance, or complaint file. Check with the appropriate specialist within your office for instructions. If there is no valid need to maintain these documents in any other file, they may be destroyed. Distribute other copies as prescribed in paragraph a(13) above.

c. *For Preparing Replacement Actions*

(1) When a replacement SF 50 is needed (see S 32–3c), prepare and distribute it in the normal manner with one exception. EXCEPTION: Enter in the remarks section C15: "This Notification of Personnel Action replaces a previously executed one." Do not make any other reference to the cancelled personnel action on the replacement SF 50. If a different office issued the SF 50 which you have cancelled, then enter in the remarks section: "This Notification of Personnel Action prepared by (name of employing office)."

(2) Use Table 32–E and Figure 32 to select the required remarks.

(3) Enter in block 38B the date that the authenticating official approves the replacement SF 50.

d. *For Preparing Newly-Required Actions.*

(1) Prepare and distribute in the normal manner. Do not make any reference to the cancelled or retroactive action which made this action necessary.

(2) If the employee was serviced by a different office on the retroactive effective date of the newly-required action, enter in the Remarks section C16: "This Notification of Personnel Action prepared by (name of employing office)".

(3) Enter in block 38B the date that the authenticating official approves the newly-required SF 50.

e. If employee is a member or former member of the uniformed services, use Table 8–F to determine whether a copy of the SF 50 must be sent to his/her uniformed service finance center. (See subchapter 8 in this Guide for addresses of the pay centers.)

Table 32-A Documentation of a Correction Action

R U L E	A	B	C
	If	*And*	*Then*
1	Action being corrected is an appointment		Prepare complete SF 50
2	Action being corrected is a conversion to an appointment		
3	Action being corrected is not covered by Rules 1 and 2	One or more of the following data elements changes: DOB SSN NOAC Effective Date Auth Code Agency Code	
4		None of the following data elements changes: DOB SSN NOAC Effective Date Auth Code Agency Code	Correction can be processed with either a skeletonized SF 50 or a complete SF 50.

Table 32–B Remarks Required on Correction Actions

R U L E	A	B	C
	If the correction is to	*And*	*Then Required Remarks Codes are (See Note)*
1	Delete, add or change a remark		C18
2	Change information (other than a remark) which is erroneous or incomplete		C11
3		The same error appears on more than one previous SF 50	C11, C12
4		The correction action is used to also correct different errors on more than one previous SF 50	C11, C13
5		The correction action is used to also add information omitted on a previous SF 50	C11, C09
6	Add information other than a remark that was omitted		C17
7		The same error appears on more than one previous SF 50	C17, C12
8		The correction action is used to also correct different errors on more than one previous SF 50	C17, C13
9	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a movement between agencies		C10

Table 32–B Remarks Required on Correction Actions (Continued)

RULE	A	B	C
	If the correction is to	*And*	*Then Required Remarks Codes are (See Note)*
◆10	Give employee benefit of highest previous rate of pay		C19
11	Document a variation approved by OPM under Civil Service Rule V		M80
12	Document an OPM-approved exception from the reduction-in-military-retired-pay provisions		P50◆

Note: See table 32–F 32 to translate codes into actual remarks.

Table 32–C Authority and Authority Code Required on Cancellation Actions

RULE	A	B	C	D
	If the authority for cancellation is decision by	*And the employee*	*Then Auth Code is*	*Authority is*
1	The Merit Systems Protection Board	Is entitled to back pay	AGM and VWL	(Cite the MSPB, decision number, date) and 5 U.S.C. 5596
2		Is not entitled to back pay	AGM	(Cite the MSPB, decision number, and date)
3	The Office of Personnel Management	Is entitled to back pay	ADM and VWL	(Cite OPM, directive, and date) and 5 U.S.C. 5596
4		Is not entitled to back pay	ADM	(Cite OPM, directive, and date)
5	The Equal Employment Opportunity Commission	Is entitled to back pay	ARM and VWL	(Cite EEOC, decision number, and date) and 5 U.S.C. 5596
6		Is not entitled to back pay	ARM	(Cite EEOC, decision number, and date)
7	A court or an agreed-upon out-of-court settlement	Is entitled to back pay	ASM VWL	(Cite the court, decision number, (date) and 5 U.S.C. 5596
8		Is not entitled to back pay	ASM	(Cite the court, decision number, and date)
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to back pay	AXM and VWL	(Cite the official decision and date) and 5 U.S.C. 5596
10		Is not entitled to back pay	AXM	(Cite the official decision and date)

Table 32-C Authority and Authority Code Required on Cancellation Actions (Continued)

R U L E	A	B	C	D
	If the authority for cancellation is decision by	*And the employee*	*Then Auth Code is*	*Authority is*
11	◆ A directive or order issued by ◆ the head of the employing agency or his or her designee	Is entitled to back pay	UNM and VWL	(Cite agency directive or order, and date) and 5 USC 5596
12		Is not entitled to back pay	UNM	(Cite agency directive or order, and date)
13	◆ An appointing officer's delegated authority to take action on personnel matters, including the cancellation of actions which were processed in error ◆	Is entitled to back pay	ATM and VWL	5 U.S.C. 302 and 5 U.S.C. 5596
14		Is not entitled to back pay	ATM	5 U.S.C. 302

Table 32-D Remarks Required on Cancellation Actions

RULE	A	B	C	D
	If the personnel action being cancelled is	*And the corrective action is (See Note 1)*	*THEN when*	*the employee*
			Is entitled to back pay, use remarks codes (See Note 2)	*Is not entitled to back pay, use remarks codes (See Note 2)*
1	Retirement	Retroactive restoration	C02, C27, C28	C02
2	Separation other than retirement	Retroactive restoration only	C03, C27, C28	C03
3		Retroactive restoration at a lower grade	C07, C27, C28	C07
4		Retroactive restoration with other disciplinary action	C03, C27, C28	C03
5		Resignation	C14	C14
6	Change to lower grade	Retroactive change to former grade	C06, C27	C06
7		Retroactive change to intermediate grade	C04, C27	C04
8	Suspension or furlough	A shorter period of suspension or furlough	C14, C27, C28	C14
9		Cancellation of the entire action		C14, C28
10	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), which cannot be "legalized"	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20
11	Not covered by rules 1-10	A less severe action	C14, C27, C28	C14
12		Cancellation of the entire action		

NOTES:

[1] If a replacement SF 50 is prepared, see table 32-E.

[2] See table 32-F to translate codes into actual remarks.

Table 32-E Remarks Required on Replacement and Newly Required Actions

R U L E	A	B	C
	If the SF 50 is a	*And is prepared by*	*Then Use Remark Codes (See Notes)*
1	Replacement action	The same office that issued the action being cancelled	C15
2		A different office than the one that issued the action being cancelled	C15, C16
3	Newly required action	The same office that serviced the employee on the effective date of the action	
4		A different office than the one that serviced the employee on the effective date of the action.	C16

NOTE: Use table 32-F to translate codes into actual remarks.

Table 32-F Remarks Codes, Remarks, and Examples (See Note)

R U L E	A *If Remark Code is*	B *Then Remark is*	C *And an Example is*
1	C02	Employee found to be ineligible for *(type)* retirement.	Employee found to be ineligible for voluntary retirement.
2	C03	Retroactive restoration.	
3	C04	Retroactive change to intermediate grade.	
4	C06	Retroactive change to former grade.	
5	C07	Retroactive change to lower grade.	
6	C09	Also corrects (NOAC) (NOA), effective (date), item (number) to add ( ).	Also corrects 100 Career Appt, effective 08-23-82, item 8, to add "1". (See Note)
7	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	Corrects date of separation from 10-07-77 to avoid a break in service when employee was appointed by Agency for International Development.
8	C11	Corrects item (number) from	Corrects item 18-B from Career-Conditional Appointment. ◆ Corrects item 7 (item 6 on original action) from "2". (See Note.) ◆
9	C12	Also corrects the same item on all previous personnel actions from (date) to (date).	Also corrects the same item on all previous personnel actions from 05-10-76 to 06-11-78.
10	C13	Also corrects personnel action, (NOAC) (NOA), effective (date), item number ( ).	Also corrects 113 Temp Appt, effective 05-10-77, item number 6 from "3." (See Note.)
11	C14	(Explain why the action is cancelled.)	Cancels extension of appointment because the employee received conversion to career-conditional appointment before the effective date of the extension.
12	C15	This Notification of Personnel Action replaces a previously executed one.	
13	C16	This Notification of Personnel Action prepared by (name of employing office).	This Notification of Personnel Action prepared by Defense Communications Agency, Arlington, Va.
14	C17	Completes item (number) which was omitted.	Completes item 10 which was omitted. (See Note.)
15	C18	Corrects item (number) to read: (enter all necessary correct remarks).	
16	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.	

Table 32–F Remarks Codes, Remarks, and Examples (Continued)

R U L E	A *If Remark Code is*	B *Then Remark is*	C *And an Example is*
17	C20	Action cancelled in accordance with OPM Letter [or instructions] dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.	
18	C27	Entitled to back pay under 5 U.S.C. 5596.	
19	C28	Active duty begins (date).	Active duty begins 10-09-78.
20	C30	NOAC/NOA shown on original action are no longer in use. They were required under FPM Supp. 296–31 that has been replaced by FPM Supp. 296–33.	
21	M80	Variation under CS Rule 5 approved by OPM on (date).	
22	P50	Exception from the reduction-in-military-retired-pay provisions of (enter: 5 U.S.C. 5332(b) and 5 U.S.C. 5532(c), as appropriate) approved by OPM on (date).	

NOTE: ◆ Use as many remarks as are necessary to identify all of the SF 50 items or data elements being corrected. Example: "Corrects items 18–A and 18–B from '100 Career Appt.' Corrects item 7 from '1.' Corrects item 8 from '1.'" When SF 50 block numbers on original action differ from those on current edition of the form, show both numbers in remarks, i.e., "Corrects item 8 (item 10 on original action) from. . . ." ◆

#33 Documentation of Volunteer Svc

Subchapter 33. Documentation of Volunteer Service

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Subchapter 33. Documentation of Volunteer Service

S33-1. Coverage.

This subchapter provides instructions for documenting the services of volunteers: persons who offer their services to an agency without compensation.

S33-2. Definitions.

(1) *Volunteer Service*—Under 5 USC 3111 is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such student service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the agency's work force.

(2) *Student*—Is an individual who is enrolled not less than half-time in an accredited high school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if that period is not more than 5 months and if the student demonstrates to the satisfaction of the agency that he or she has a firm intention of continuing to pursue a course of study or training in the same or different educational institution during the school term immediately after the interim period of absence.

(3) *Half-Time Student*—Is one enrolled in and carrying any combination of courses, research projects or special studies which meets one half or 50 percent of the minimum full-time academic workload standards and practices of the institution in which the student is enrolled. In case of doubt as to whether or not the student meets this statutory requirement, agencies should accept a written certification from the student's school that he or she is enrolled half-time under its academic program. The half-time requirement is statutory and agencies should make sure that this standard is followed.

(4) *Other Volunteer Service*—Agencies may have special programs whereby volunteers other than "student volunteers' are authorized. All volunteer service will be documented as outlined in paragraph 5 of this subchapter.

S33-3. Eligibility and Status.

a. *Minimum Age*. The selection of students to participate should be in conformance with either Federal, State or local laws and standards regarding the employment of minors.

b. *Status*. Students participating under agency programs are not considered to be Federal employees for any purpose other than for purposes:

   (1) Of the Federal Tort Claims provisions published in 28 USC 2671 through 2680. Claims arising as a result of student participation are to be administratively processed by the agency in accordance with regulations of the Department of Justice (28 USC 2672).

   (2) Of title 5 USC 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, US Department of Labor for adjudication.

S33-4. Exclusion of Volunteers from FPMIS.

Volunteers are not Federal employees so data on them should not be transmitted to the OPM; the instructions which are found in other subchapters of the Guide are not applicable to Volunteers.

Because volunteers may later wish to use their service as qualifying experience and because they are covered by injury compensation laws and the Tort Claims Act, a record must be made of their service. The instructions below explain how this is done.

S33-5. Instructions.

a. *General.* Volunteer service will be documented on SF 50, Notification of Personnel Action, or OPM-approved exception thereto. Each Action for a Student Volunteer authorized under 5 USC 3111 must carry the remark:

"Under 5 U.S.C. 3111, Student Volunteer is NOT a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits."

Personnel Actions for Volunteers authorized under other laws should carry a comparable remark.

b. *Appointments.* Volunteer appointments will be documented as *Volunteer Service—without compensation.* Remarks portion of the SF 50 must show the number of hours per week the Volunteer is expected to serve.

c. *Separations.* When the period of service has ended, an SF 50 must be prepared to show *Termination* (not resignation) of *Volunteer Service.* The SF 50 should also include under "Remarks", a statement of the total service in hours or days rendered between appointment and separation dates.

d. *Official Personnel Records*

(1) *OPF*

For each Volunteer, establish an Official Personnel Folder (OPF) to contain Appointment and Termination SFs 50, resume of Volunteer, and brief statement of services performed. These documents will be filed on the right (permanent) side of the OPF. When Volunteer service is terminated, the OPF will be sent to the National Personnel Records Center, following the instructions in FPM supplement 293-31.

(2) *Service Records Cards*

An agency may, if it wishes, prepare an SF 7, Service Record Card, or comparable agency document to record appointment and termination of Volunteers. If an SF 7 or similar agency record is prepared, it must be annotated to show that period of service was not Federal Employment.

#34 Reserved

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★U.S. GOVERNMENT PRINTING OFFICE: 1983-380-836:1345

#35 Glossary

Subchapter 35. Glossary of Terms Related to the Processing of Personnel Actions

(Numbers in parentheses after definitions refer to the subchapters and supplements in the FPM where more information can be found.)

ABANDONMENT OF POSITION—When an employee fails to report for duty or to return from leave or furlough of 30 days or less and does not submit a resignation. (715)

ABSENCE WITHOUT LEAVE (AWOL)—Absence without prior approval, a nonpay status resulting from an Agency determination that it will not grant any type of leave (not even leave without pay) for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied. (630)

ACCESSION—A personnel action which results in the addition of an employee to the rolls (staff) of an agency. (See APPOINTMENT)

ACTIVE DUTY OR ACTIVE MILITARY DUTY.—Means full-time duty with military pay and allowances in the armed forces, except for training or for determining physical fitness and except for service in the Reserves or National Guards. Active duty does include "annual" active duty for training, but excludes weekend Reserve meetings.

ADVERSE ACTION—A personnel action considered unfavorable to an employee. Includes removal, suspension, furlough without pay, and reductions in grade or pay taken by agency against an employee. (752)

AGENCY [as used in this **Guide**]—Any department or independent establishment of the Federal or Government, including a Government-owned or -controlled corporation, which has the authority to hire employees in the Competitive, Excepted, and Senior Executive Service. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Supplement; all other organizations within the Department of Defense which have agency codes that begin with "DD" (e.g., DD04) are considered as one agency.

ALLOWANCES—Cost-of-living pay adjustments in nonforeign areas which take into consideration (1) relative consumer price levels, (2) differences in goods and services available, and (3) manner of living of persons employed in the area concerned in positions comparable to those of U.S. employees in the area. Are often referred to as COLA (cost of living allowance). (591)

AMNESTY DISCHARGE—A termination from a continuous period of active duty in the armed forces under conditions which are not honorable. An amnesty discharge is not considered to be an honorable discharge.

ANNUITANT—[As used in this **Guide**] a person who receives an annuity. (831)

ANNUITY—The annual sum payable to a former employee who has retired. (831)

APPLICANT—A person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

APPLICATION FORMS—Documents, commonly the Standard Forms 171 and 173, and supplementary forms, completed by persons seeking Federal employment. The forms require information about the applicant's qualifications for the positions for which he/she is applying and about his/her suitability for Federal Service. See *STANDARD FORM* 171. (295)

APPOINTEE—A person being hired for a position in an agency.

APPOINTING OFFICER—A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT—Any personnel action which brings an individual onto the rolls (staff) of an agency. (See *ACCESSION*.)

ARMED FORCES—The Army, Navy, Air Force, Marine Corps and Coast Guard.

◆ *AUTHORITY SUFFIX*—See *LEGAL AUTHORITY SUFFIX*. ◆

BREAK IN SERVICE—The time when an employee is no longer on the payroll of an agency. ◆ (In computing creditable service for benefits, e.g., leave accrual and reduction-in-force retention, a separation of one, two, or three calendar days is not considered to be a break in service; a separation of four or more calendar days *is* considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.) ◆

CAO (CHANGE OF APPOINTING OFFICE)—Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. ◆ Agencies are no longer authorized to use "CAO" after Natures of Action. Its use was authorized under the old FPM Supp. 296–31, which became obsolete on 1/1/82. ◆

CAREER APPOINTMENT—Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal Service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he/she is hired from a civil service register. (See "Substantially Continuous Service" and "Creditable Service".) (315)

CAREER CONDITIONAL APPOINTMENT—Competitive service permanent appointment of a person who has not yet completed 3 years of creditable, substantially continuous Federal service. (315)

CAREER EXECUTIVE ASSIGNMENT—Competitive service position in the executive branch of government at grade GS 16, 17, or 18 which is filled by merit staffing procedures. (305)

CERTIFICATE—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. (332)

CERTIFICATION—The process by which the OPM submits certificates to appointing officers.

CHANGE TO LOWER GRADE (also called "Demotion")—Personnel action which moves employee to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) an action which moves an employee to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category. (FPM Chapter 335, Book 530, Supp. 532–1)

CIVILIAN RETIREE—A person who has retired from Federal government civilian employment under a Federal government-administered retirement system.

CLASS OR CLASS OF POSITIONS—All positions which are sufficiently similar in (1) kind or subject matter of work, (2) level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration. (511)

CLASSIFY—To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade to it.

CLEMENCY DISCHARGE—See *AMNESTY DISCHARGE*.

COMMISSION (Abbreviated as CSC)—The US Civil Service Commission—now the US Office of Personnel Management.

COMPETITIVE AREA—For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally is restricted by what is considered a "local commuting area". (351)

COMPETITIVE LEVEL—A competitive level for reduction-in-force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without unduly interrupting the work program. (351)

COMPETITIVE POSITION—A position in the competitive service. (212)

COMPETITIVE SERVICE—All civilian positions in the Federal Government which are not specifically excepted from the civil service laws by or under statute, by the President, or by the OPM under Rules VI or IX. (212)

COMPETITIVE STATUS—Basic eligibility for noncompetitive assignment to a competitive position. A competitive status is acquired by a person on a career-conditional or career appointment upon satisfactory completion of a probationary period, or it may be granted by statute, executive order, or the Civil Service Rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service Rules and Regulations. (212)

CONSULTANT—One who serves in an advisory capacity to an officer or instrumentality of the Government. (304)

CONSULTANT POSITION—A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

CONTINUANCE—The personnel action used to document that an employee has received a waiver from mandatory retirement or the extension of the not-to-exceed date of a previous waiver.

CONVERSION—The changing of an employee from one appointment to another appointment in the same agency without a break in service. (For example, the process of changing an employee from a temporary appointment to a career-conditional appointment is done by means of a conversion action.)

COOPERATIVE EDUCATION PROGRAM (COOP. PROGRAM OR WORK STUDY PROGRAM)—Program under which a student alternates periods of education and Federal employment under terms of an agreement between his/her school and a government agency. Coop. agreements normally provide for the student's permanent employment in the agency upon satisfactory completion of the education and work assignments required by the agreement. (308)

CREDITABLE SERVICE—Employment (uniformed service or civilian) with the Federal or DC government which meets requirements for a particular type of appointment or benefit. For example, service may be creditable for conversion to career tenure, for completion of the waiting period for a within grade increase, or for retirement under the civil service retirement system.

DEMOTION—See *CHANGE TO LOWER GRADE.*

DENIAL OF WITHIN-GRADE INCREASE—The decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not at an acceptable level of competence. (531)

DETAIL—A temporary assignment of an employee to a different position for a specified period, with the employee returning to his/her regular duties at the end of the detail. (300)

DIRECT HIRING AUTHORITY—OPM-approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations. (332)

DISABLED VETERAN—Means a person who was separated under honorable conditions from active duty in the armed forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Veterans Administration or a military department.

DISCHARGE—This nature of action documents an agency-initiated action to take an employee off of its rolls (for work performance and/or for misconduct or delinquency) when employee is serving on an appointment which does not afford him/her appeal rights.

DISCHARGE DURING PROB/TRIAL PERIOD—This nature of action documents an agency-initiated action to take an employee off of its rolls (for preappointment conditions or for postappointment work performance and/or misconduct or delinquency) when employee is serving an initial appointment probation or is serving on a trial period required for civil service or agency regulations.

DISCHARGE UNDER HONORABLE CONDITIONS—Means either an honorable or a general discharge from the armed forces. The term does not apply to the honorable discharge given an enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

DISCONTINUED SERVICE RETIREMENT—See *RETIREMENT, DISCONTINUED SERVICE.*

DISPLACED EMPLOYEE PROGRAM (DEP)—A system to help place career and career-conditional persons who are scheduled to be displaced or have been displaced through reduction in force (RIF) or inability to accept assignment to another commuting area. An employee being displaced through RIF is placed on the agency's reemployment list (see definition below). An employee displaced by inability to accept assignment to another commuting area may apply to OPM for placement assistance.

DISPLACEMENT—Separation ordered by the OPM of employees who are serving in nonpermanent appointment such as under appointment pending establishment of a register, term appointment, overseas limited appointment, overseas appointment not-to-exceed, or indefinite appointment. (316)

DUAL COMPENSATION—Payment for more than one civilian office involving a total of more than 40 hours a week. Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service. (550)

DUTY STATION—The city, county and State in which the employee works.

EFFECTIVE DATE—The date on which a personnel action takes place and on which the employee's official assignment begins.

EOD (ENTRY ON DUTY)—The process by which a person completes the necessary paperwork and is sworn in as an employee.

EOD DATE—The date on which a person completes the necessary paperwork and is sworn in as an employee.

EX-SERVICEPERSON—A person who was separated from active duty performed in peacetime or wartime. (A person on active duty may be an ex-serviceperson because of separation from previous active duty.)

EXCEPTED POSITION—A position in the excepted service (213)

EXCEPTED SERVICE—Unclassified service, unclassified Civil Service or positions outside the competitive service and the Senior Executive Service. Excepted service positions have been excepted from the requirements of the competitive service by law, executive order, or OPM regulation. (213)

EXECUTIVE ORDER—A directive issued by the President.

EXPERT—A person with excellent qualifications and a high degree of attainment in professional, scientific, technical or other field. His/her attainment is such that he/she usually is regarded as an authority or as a practitioner of unusual competence and skill by other persons in the profession, occupation or activity. (304)

EXPERT POSITION—A position that cannot be satisfactorily performed by someone who is not an expert in that field.

FEDERAL GOVERNMENT SERVICE—The total of all periods of military and civilian Federal Service considered for Civil Service retirement, reduction-in-force, and leave purposes. (831, 351, 630)

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish 3 basic objectives (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM or "THE MANUAL")—The official OPM publication which contains its personnel regulations and instructions to Federal agencies. (171)

FEDERAL PERSONNEL MANUAL BULLETIN—An FPM System issuance on buff colored paper. Bulletins contain temporary instructions or notices. (171)

FEDERAL PERSONNEL MANUAL LETTER—An FPM System issuance on salmon colored paper. Letters contain continuing instructions which, because of urgency, cannot be put in the FPM or its supplements at the time of issuance. (171)

FEDERAL PERSONNEL MANUAL SUPPLEMENTS—Parts of the FPM System which amplify or explain in detail various subjects covered in the basic FPM. (171)

FEDERAL WAGE SYSTEM—The job-grading and pay systems established under Public Law 92-392, dated August 19, 1972, and which apply to most trade, craft, and labor positions in agencies subject to 5 USC 5342. Under this system the pay of certain Federal employees is adjusted according to the rates paid by private industry for similar jobs in the same area. Included under these systems are Federal employees in recognized trade or craft or skilled mechanical crafts, in unskilled, semiskilled or skilled manual labor occupations and other persons, including foremen or supervisors in positions where trade, craft, or labor experience or knowledge is the main requirement. (FPM Supp. 532-1)

FEGLI—Federal Employee's Group Life Insurance (FPM Supp. 870-1)

FEHBP—Federal Employee's Health Benefits Program (FPM Supp. 890-1)

FURLOUGH—The placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds or upon employee's entering U.S. military service or other similar organization.

FULL FIELD INVESTIGATION—The personal investigation of an applicant's background to determine whether he/she meets fitness standards for a sensitive Federal position. (736)

FULL TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

GENERAL DISCHARGE—A discharge granted under honorable conditions.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended (5 USC Chapter 51 and Chapter 53, Subchapter III). (531)

GRADE—A level of work or zone of difficulty, responsibility and qualification requirements. (511)

GRADE RESTORATION ACTION—An action taken to restore to an employee the grade he or she held prior to a reduction in grade which was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade restoration action records the employee's retained grade in the OPM's data system.

GRADE RETENTION ACTION—An action taken to retain the grade held by an employee prior to a reduction in grade which was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade retention action documents, for official personnel action purposes, the employee's step in the retained grade and the rate of basic pay to which he or she is entitled.

GRADE RETENTION ENTITLEMENT—The right of an employee to retain for two years, for pay and benefits purposes, the grade of the position from which he/she was reduced.

HANDBOOK X-118—Qualifications standards manual. Part III contains specific standards for General Schedule positions, mostly of the "white collar" type. (338)

HANDBOOK X-118C—Qualification standards manual for Wage System positions, mostly of the blue collar type. (338)

HEARING—The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on it merits. (713 and 772)

HEALTH BENEFITS—The health service and insurance programs established for Federal employees under 5 USC 7901 and 8901–8913. (890)

INDEFINITE APPOINTMENT—One given a nonpermanent employee hired for an unlimited period of time. (316)

INDUCTION—See EOD.

INJURY COMPENSATION—The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. These provisions are established under 5 USC 8101–8151. (810)

INTERMITTENT SERVICE or INTERMITTENT EMPLOYMENT—Service when employee works on an intermittent work schedule.

INTERMITTENT WORK SCHEDULE—A work schedule which requires employee to work on an irregular basis for which there is no prearranged scheduled tour of duty.

INVOLUNTARY SEPARATION—A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. Examples are: reduction-in-force, abolishment of position; expiration of term of office; lack of funds; and inefficiency (unless due to the employee's misconduct). (831–1)

JOB DESCRIPTION—See *POSITION DESCRIPTION*.

JOB SHEET—See *POSITION DESCRIPTION*

LEAD AGENCY—Under the Federal Wage System, an agency designated by the OPM to plan and schedule wage surveys, analyze the survey data and determine and issue required wage schedules for an area. (531–1)

LEAVE, ANNUAL—Leave of absence with pay allowed for personal, emergency, and other purposes. With certain exceptions, employees earn or accrue leave at the rate of 13 to 26 working days a year, depending on length of service. (630)

LEAVE, MILITARY—Leave of absence with pay allowed for employees who are members of the reserve or National Guard to perform active military duty. (630)

LEAVE, SICK—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal government earn sick leave at the rate of 13 working days a year. (630)

LEAVE WITH PAY (LWP)—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and absence from a prescheduled tour of duty, granted at the employee's request. (630)

◆ *LEGAL AUTHORITY SUFFIX*—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated in FPM Supp. 296–33 as shown below:

CAA = In lieu of action proposed under Civil Service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Disp = Displacement

EAA = In lieu of action proposed under agency procedures which are equivalent to Civil Service adverse action procedures

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

Mix = For mixed reasons, (for both conduct and performance reasons)

NAR = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = In lieu of action proposed under other adverse action procedures

OTD = Over 30 Days

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program ◆

LIFE INSURANCE—The group life, death, and accidental dismemberment insurance available to Federal employees under 5 USC 8701, 8716, and P.L. 85–177 and P.L. 96–427. (870)

LIMITED CAREER EXECUTIVE ASSIGNMENT—Competitive service position at grades GS 16, 17, or 18 which is not filled by merit staffing procedures. Authority to make these assignments is granted by OPM for limited periods of time. (305)

LWOP - See *LEAVE WITHOUT PAY.*

LWP - See *LEAVE WITH PAY.*

MANPOWER SHORTAGE—A category of positions for which OPM authorizes agencies to pay interview expenses or to pay travel and transportation expenses to the first post of duty. (571)

MASS TRANSFER—The movement of an employee with his/her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay.

MERIT PAY CASH AWARD—A monetary award granted under 5 USC 5403 which provides for cash awards for job-related performance by Merit Pay system employees.

MERIT INCREASE—An agency awarded increase in rate of basic pay with no change in grade to an employee who is under the Merit Pay System.

MERIT PAY SYSTEM—The pay system established under 5 USC 54, for General Schedule employees in

PAY ADJUSTMENT—[as used in this Guide] Any increase or a decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid or a change in the pay system under which the employee is paid.

PAY CAP—The ceiling or limitation placed by 5 USC 5532(c) on the retired or retainer pay of an employee who retired from a uniformed service on or after 01–11–79.

PAY PLAN—The Pay System or pay schedule under which the employee's rate of basic pay is determined. For example, General Schedule (GS), Executive Pay (EX)), Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay which is higher than the maximum rate of the grade for the position which he/she occupies.

PERSONNEL ACTION—The process necessary to appoint or remove or make other personnel changes. Effected on a Standard Form 50 or OPM—approved exception thereto. (296)

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of current employees; and by reinstatement of former employees.

POSITION—The duties and responsibilities assigned by competent authority for performance by an employee. (511)

POSITION "313 TYPE"—Refers to positions established under 5 USC 3104. A small group of high level professional and scientific positions which are in the competitive service, but not filled through competitive examinations. Recruitment for these positions is carried out by the agencies concerned, but the applicants' qualifications must be approved by the Office of Personnel Management. (534)

POSITION CHANGE—A move by an employee to another position during his/her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 USC 5362), the Nature of Action for the move is called "Position Change".) It is also called "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his/her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments. (335 and 536)

POSITION CLASSIFICATION—Analysis of the kind of work, level of difficulty and responsibility and the qualification requirements of a position and placement of the position in a class and grade according to published standards.

POSITION CLASSIFICATION SPECIALIST (Also referred to as CLASSIFIER)—An analyst whose primary duty is to determine the appropriate pay system, occupational grouping, title and grade of each position.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (OR JOB) TITLE—The name of a position, such as "Secretary", or "Civil Engineer", or "Personnel Staffing Specialist". (511)

PREFERENCE—Same as veteran preference. The right to special advantage or preferential treatment in personnel actions under authority of veteran laws, or regulations or instructions issued under these laws. (211)

PREFERENCE ELIGIBLE—An ex-serviceman or ex-servicewoman who has honorable or general discharge from a period of active service that includes wartime or a campaign for which a campaign badge is awarded, or who has a service-connected disability; spouses, and mothers of ex-servicemen or ex-servicewomen may also be preference eligibles under certain conditions. (211)

PREFERENCE, COMPENSABLE DISABILITY (Abbreviated "CP")—10-point veteran preference awarded to an ex-serviceman or ex-servicewoman receiving compensation for service-connected disability of 10% or more. (211)

PREFERENCE, DISABILITY (Abbreviated "XP")—10-point veteran preference to which a disabled or war-injured ex-serviceman or ex-servicewoman is entitled. (211)

PREFERENCE, TENTATIVE (Abbreviated "TP")—5-point veteran preference tentatively awarded an eligible by an Area Office of Examiners. It must be verified by the appointing officer. (211)

PREFERENCE, WIFE (or HUSBAND) (Abbreviated "XP")—10-point veteran preference to which an ex-serviceman's or ex-servicewoman's spouse may be entitled. (211)

PREFERENCE, WIDOW or WIDOWER (Abbreviated "XP")—10-point veteran preference to which an ex-serviceman's widow or an ex-servicewoman's widower may be entitled. (211)

PREMIUM PAY—Additional pay for overtime, night, holiday, or Sunday work and standby duty. (550)

PREVAILING RATE SYSTEM—See *FEDERAL WAGE SYSTEM*.

PROBATIONARY PERIOD—Trial period which the OPM regards as a final and highly significant step in the examining process. It provides the final test, that of actual performance on the job, which no preliminary testing methods can approach in validity. It is during this period that the employee may be released without undue formality. (315)

PROMOTION—The change of an employee (1) to a position at a higher grade level when within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule. (335)

QUALITY (STEP) INCREASE (QSI OR QI)—An increase in employee's rate of basic pay through an additional within-grade increase granted under 5 USC 5336 for sustained high quality performance.

"RARE BIRD" POSITION—One where the OPM has determined that the pay or duties of the position are such, or that qualified persons are so few, it would not be in the interest of good civil service administration to fill the position through open-competitive examination.

RATE OF BASIC PAY—The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay).

REALIGNMENT—The movement of an employee and his/her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the emloyee's position, grade or pay.

REASSIGNMENT—The change of an employee, while serving continuously with the same agency, from one position to another without promotion or change to lower grade. Reassignments include movement (1) to another position; (2) in the same position when position review or classification action shows a change in the duties or responsibilities of the position that involve different qualification standards for the position, or when classification action requires reevaluation of the employee's qualifications for continuance in the position; and (3) changes where a difference in salary is caused solely by local prevailing wage rates (e.g., a change from WG 5 in one location to WG 5 in another location where the per hour salary rate is higher or lower).

RECORD CHECK—See *STANDARD Form 75*.

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REEMPLOYED ANNUITANT—A person retired under the Civil Service Retirement Law who is reemployed by the Federal Government.

REEMPLOYMENT PRIORITY LIST—A list of career and career-conditional employees an agency has separated because of (1) reduction-in-force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation. When a qualified person is available on this list, agency may not fill a competitive position by the transfer or by the new appointment of any person except a 10-point preference eligible. (330)

REEMPLOYMENT RIGHTS—The entitlement of an employee to return to his/her long-term career employment after assignment for a relatively short perod of time to other civilian employment where he/she can make maximum contribution to the national interest. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (352) (See *RESTORATION RIGHTS*.)

REGISTER—A list of qualified applicants complied in order of relative standing for certification. Same as a "list of eligibles".

REINSTATEMENT—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in grades 13 through 15 who are in supervisory, managerial or management official positions.

MERIT PROMOTION PROGRAM—See *MERIT STAFFING PROGRAM*.

MERIT STAFFING PROGRAM—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (335).

MILITARY RETIREE—A person who retires from the active military, drawing retired pay.

MSPB - Merit Systems Protection Board.

MOBILIZATION—Readiness provisions for operating the Federal Personnel System in time of national emergency. (910)

NATIONAL AGENCY CHECK AND INQUIRY (NACI)—The investigation of applicants for, and new appointees to, nonsensitive Federal positions by means of a name check through national investigative files and voucher inquiries. (736)

NONAPPROPRIATED FUND EMPLOYEE—Persons paid from Nonappropriated Funds of instrumentalities of the United States. Generally, these employees are responsible for the comfort, pleasure, and contentment of personnel of the Armed Forces.

NONCAREER EXECUTIVE ASSIGNMENT—An excepted service position at grade GS 16, 17, or 18. These positions are not subject to merit staffing procedures and must be ones whose incumbents will: (1) be deeply involved in the advocacy of Administration programs and support of their controversial aspects; or (2) participate significantly in the determination of major political policies of the Administration; or (3) serve principally as personal assistant to or adviser of a Presidential appointee or other key political figure. (305)

NONCOMPETITIVE ACTIONS—Personnel actions based on prior service and made without regard to civil service registers of eligibles or to the priorities required for making temporary appointments outside the register. (210–315)

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER, OPF and sometimes referred to as "201" FILE or PERSONNEL JACKET—The official repository of records and reports of personnel actions effected during an employee's civilian government service and the documents and papers required in connection with such actions. (293)

OPM—The Office of Personnel Management.

PART-TIME SERVICE or PART-TIME EMPLOYMENT - Service when employee works on a part-time work schedule.

PART-TIME WORK SCHEDULE—A schedule which requires an employee to work less than full-time but for a definite number of hours on a prearranged scheduled tour of duty made at time of appointment.

PAY ADJUSTMENT—[as used in this Guide] Any increase or a decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid or a change in the pay system under which the employee is paid.

PAY CAP—The ceiling or limitation placed by 5 U.S.C. 5532(c) on the retired or retainer pay of an employee who retired from a uniformed service on or after 01–11–79.

PAY PLAN—The Pay System or pay schedule under which the employee's rate of basic pay is determined. For example, General Schedule (GS), Executive Pay (EX), Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay which is higher than the maximum rate of the grade for the position which he/she occupies.

PERSONNEL ACTION—The process necessary to appoint or remove or make other personnel changes. Effected on a Standard Form 50 or OPM—approved exception thereto. (296)

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of current employees; and by reinstatement of former employees.

POSITION—The duties and responsibilities assigned by competent authority for performance by an employee. (511)

POSITION "313 TYPE"—Refers to positions established under 5 U.S.C. 3104. A small group of high level professional and scientific positions which are in the competitive service, but not filled through competitive examinations. Recruitment for these positions is carried out by the agencies concerned, but the applicants' qualifications must be approved by the Office of Personnel Management. (534)

POSITION CHANGE—A move by an employee to another position during his/her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the Nature of Action for the move is called "Position Change". It is also called "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his/her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments. (335 and 536)

POSITION CLASSIFICATION—Analysis of the kind of work, level of difficulty and responsibility and the qualification requirements of a position and placement of the position in a class and grade according to published standards.

POSITION CLASSIFICATION SPECIALIST (Also referred to as CLASSIFIER)—An analyst whose primary duty is to determine the appropriate pay system, occupational grouping, title and grade of each position.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (OR JOB) TITLE—The name of a position, such as "Secretary," or "Civil Engineer," or "Personnel Staffing Specialist." (511)

◆ *PRD (PAY RATE DETERMINANT)*—A designation of the special factors, if any, which have been included in the determination of the employee's salary. ◆

PREFERENCE—Same as veteran preference. The right to special advantage or preferential treatment in personnel actions under authority of veteran laws, or regulations or instructions issued under these laws. (211)

PREFERENCE ELIGIBLE—An ex-serviceman or ex-servicewoman who has honorable or general discharge from a period of active service that includes wartime or a campaign for which a campaign badge is awarded, or who has a service-connected disability; spouses, and mothers of ex-servicemen or ex-servicewomen may also be preference eligibles under certain conditions. (211)

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the competitive service who had a competitive status or was serving probation when he/she was separated. (315)

REMOVAL—A disciplinary separation action other than for inefficiency or unacceptable performance, initiated by the agency, OPM, or MSPB where the employee is at fault.

RESERVIST—A member of the Army, Air Force, Marine Corps or Coast Guard reserves.

RESIGNATION—Separation action initiated by employee because of his/her desire to leave the organization. (715)

RESIGNATION—ILIA (in lieu of involuntary action)—Separation initiated by emloyee under circumstances which meet the definition in FPM Supplement 831-1, S11, of "involuntary separation".

RESTORATION RIGHTS—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his/her position after recovery from compensable injury. (353)

RETAINED RATE—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

RETENTION PREFERENCE—The relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being separated or furloughed. (351)

RETENTION REGISTER—A written or printed record of all employees occupying positions in a competitive level, arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction-in-force to determine which employees are retained and which are separated or reassigned. (351)

RETIREMENT—Separation from the service when employee is eligible to obtain annuity benefits.

RETIREMENT, DEFERRED—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the civil service retirement system and then left Federal Service or transferred to a position not under the retirement system. (831-1)

RETIREMENT, DISCONTINUED SERVICE—Retirement based on involuntary separation or separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he/she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including five years of civilian service. (831-1)

RETIREMENT, OPTIONAL—Separation of an employee after he/she has become eligible for retirement on the basis of a combination of age and service. The minimum combinations of age and service making an employee eligible for optional retirement are: age 62 with 5 years of creditable service; age 60 with 20 years of creditable service; and age 55 with 30 years of creditable service. (831-1)

RETURN TO DUTY (RTD)—Placement of an employee back in pay and duty status after absence for Furlough, Suspension or Leave Without Pay.

SABBATICAL—An absence from duty, without charge to leave, which an agency may grant to an SES career appointee to engage in study or uncompensated work experience.

SEASONAL EMPLOYEE—An employee who works on an annual recurring or on-call basis and for less than 2080 hours per year.

SENIOR EXECUTIVE SERVICE—Consists of Senior Execitive Service positions which are positions at grades GS 16, 17, or 18 of the General Schedule or in level IV or V of the Executive Schedule or an equivalent position, which is not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which an employee directs, monitors and manages the work of an organizational unit or exercises other executive functions.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsiblity of work, or qualifications requirements, and therefore differing in grade and pay range. For example, Personnel Staffing Specialists are in the 212 series while Position Classification Specialists are in the 221 series. (511)

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed, which is used to determine leave accrual rate, length of service for retirement, or retention standing for reduction-in-force. For an employee with no prior civilian or military service, the SCD is the effective date of the employee's first Federal civilian appointment. For an employee with prior service, the SCD is constructed by totalling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10–12–76 and has 4 years, 3 months and 3 days of prior service which is creditable, his/her SCD will be constructed as follows:

$$\begin{array}{r} 76\text{–}10\text{–}12 \\ \underline{-04\text{–}03\text{–}03} \\ 72\text{–}07\text{–}09 \end{array}$$

His/her SCD will then be 07–09–72.

SERVICE CONTROL FILE—A central file of service record cards maintained by a personnel office for all employees to whom it provides service. The cards or records are usually filed by organization and, for each organization, by job series and grade of employees. (293-1)

SERVICE RECORD CARD—Also known as Standard Form 7 or SF 7 card. This card, or a comparable agency record, is used to record in summary form an employee's work history with the agency. The card or record is retained for reference purposes when the employee leaves the agency. (295)

SEVERANCE PAY—Sum of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. An employee is ineligible for severance pay if the separation results from misconduct or if he/she is eligible to retire on an immediate annuity. (550)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (735)

SPECIAL SALARY RATES—Salary rates higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. (530)

STANDARD FORM 75 or SF 75—Request for Preliminary Employment Data. This form is used to obtain information about the government employment of an applicant who is currently employed by another agency or whose OPF is in the possession of another appointing officer. The SF 75 information is usually obtained before a firm offer of employment is made.

STANDARD FORM 50 (also called "50")—Notification of Personnel Action. The SF 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee, the payroll office, record the action in the employee's Official Personnel Folder and to provide a chronological file record of actions which have occurred. (296)

STANDARD FORM 52 (also called a "52")—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. (296)

STANDARD FORM 171 (also called a "171")—Personal Qualifications Statement. It is the application form used in applying for most Federal positions.

STANDARDS—Statements of significant requirements job applicants must meet (qualification standards) and guides against which duties and responsibilities of a position are measured (classification standards). (271)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (315)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he/she was serving was placed in the competitive service by a statute, executive order, or Civil Service Rule which permitted his/her retention without acquisition of status. (315–316)

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5; step 0 of AD–00.

☆U.S. GOVERNMENT PRINTING OFFICE: 1981—361-395:1025

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◆ *RETIREMENT-ILIA (RETIREMENT-IN LIEU OF INVOLUNTARY ACTION)*—Retirement initiated by employee, under the optional retirement provisions of the Civil Service Retirement System, in lieu of involuntary separation. ◆

RETIREMENT, OPTIONAL—Separation of an employee after he/she has become eligible for retirement on the basis of a combination of age and service. The minimum combinations of age and service making an employee eligible for optional retirement are: age 62 with 5 years of creditable service; age 60 with 20 years of creditable service; and age 55 with 30 years of creditable service. (831-1)

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◆ *SON (SUBMITTING OFFICE NUMBER)*—A number assigned by OPM to identify each agency office that submits personnel action data to OPM. ◆

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STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5; step 0 of AD–00.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay.

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service.

SUITABILITY—An applicant's or employee's fitness for employment, as indicated by his/her character, conduct and reputation. (731)

SUPERGRADES OR SUPERGRADE POSITIONS—Positions at GS 16, 17, or 18. Positions at these levels are classified and grades are assigned by the Office of Personnel Management, not by the agencies.

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at GS 11 or higher at a pay rate above the minimum. Appointment is justified by the applicant's unique or unusually high qualifications, a special government need for his/her services and the fact his/her present salary or salary offerings are higher than the minimum rate of the grade level to which he/she can be appointed. (531)

SUSPENSION—Placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (751 and 752)

TEMP APPT-PER—Abbreviation for "temporary appointment pending establishment of register". Employment made under an OPM authority granted to an agency when there are insufficient eligibles on a register to fill a position.

TENURE—The period of time an employee may reasonably expect to serve under his/her current appointment. It is granted and governed by the type of appointment under which an employee is currently serving, without regard to whether he/she has competitive status or whether his/her appointment is to a competitive position or an excepted position. (210)

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction-in-force:

Tenure Group 1

COMPETITIVE SERVICE—Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

EXCEPTED SERVICE—Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.

Tenure Group 2

COMPETITIVE SERVICE—Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation.

EXCEPTED SERVICE—Tenure group 2 includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

Tenure Group 3

COMPETITIVE SERVICE—Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other nonstatus nontemporary appointments.

EXCEPTED SERVICE—Tenure group 3 includes employees whose appointment is indefinite; those whose appointments have specific time limitations of more than one year; and employees who, though, currently under appointments limited to one year or less, complete one year of current continuous employment.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veteran preference who are not in subgroup AD. Subgroup B consists of employees who have no veteran preference.

TERM APPOINTMENT—Appointment to a position which will last over one year but not more than four years and which is of a project nature where job will terminate upon completion of project. (316)

TERMINATION—Separation action initiated by the agency where the employee is not at fault.

Termination-Appt in (Agency)—action to move employee from one agency to another.

Termination-Involuntary—separation initiated by agency which meets the FPM Supplement 831-1 definition of "involuntary separation"

Termination-Military—separation action initiated by agency when employee enters on active military duty or fails to return from military furlough.

Termination-Disability—separation action initiated by agency because of employee's mental or physical disability.

Termination-Expiration of Appointment—separation action initiated by agency on the not-to-exceed date of a temporary appointment.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he/she may be promoted, reassigned to a different line of work or to a different geographical area, transferred or reinstated to a higher grade or different line of work in the competitive service. (330).

TIME-IN-GRADE RESTRICTION—That part of the Civil Service regulations which prevents agencies from making excessively rapid promotions from one competitive service position that is subject to the General Schedule to another competitive service position that is subject to the General Schedule. As a general rule, an employee being promoted to a position above

GS 5 must have served for one year in grade at the next lower grade, or for one year in grade at the second lower grade if the job is graded at two-grade intervals. (See 5 CFR, Part 300, Subpart F.)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency under the authority of Reg 315.501. These actions are normally processed by the losing agency as "Termination-Appointment in (agency)" and as "Transfer" by the gaining agency.

TRANSFER OF FUNCTION—For reduction-in-force, it is the transfer of the performance of a continuing function from one competitive area to another, or the movement of the competitive area in which the function is performed to another commuting area. (351)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (850)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the armed forces performed:

(a) in a war; *or*

(b) in a campaign or expedition for which a campaign badge has been authorized; *or*

(c) during the period beginning April 28, 1952, and ending July 1, 1955; *or,*

(d) for more than 180 consecutive days, other than for training, any part of which occurred during the period begining February 1, 1955 and ending October 14, 1976. (211)

VETERAN PREFERENCE—See *PREFERENCE.*

VOUCHER—An inquiry which agencies and the OPM send to employers, references, professors and others who presumably know a job applicant well enough to describe his/her job qualifications and personal character.

WAGE AREA—A geographical area defined by the OPM within which a single set of wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (532–1)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. Those employees are in trades, crafts, or labor occupations covered by the Federal Wage System and whose pay is fixed and adjusted from time-to-time in accordance with prevailing rates. (532)

WC—WITHOUT COMPENSATION. Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his/her grade to the next after meeting requirements for length of service and performance.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time or intermittent.

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296-33/

Office of Personnel Management

FPM Bulletin* 296- 52

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 296-52

Washington, D. C. 20415
August 26, 1982

SUBJECT: Implementation of New Pay Plan for Printing and Lithographic Employees Under Federal Wage System (FPM Ltr 532-119)

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Heads of Departments and Independent Establishments:

1. FPM Letter 532-119, dated August 29, 1981, provided instructions for the establishment of a new pay plan for printing and lithographic employees under the Federal Wage System (FWS). This bulletin provides new instructions for documenting the personnel actions required in paragraph 6 of the FPM letter, which became obsolete when FPM Supplement 296-33 was implemented on January 1, 1982. Certain grade retention provisions of FPM Letter 532-119 are also clarified in this bulletin.

2. Four pay conversion actions were listed in items 2 through 5 of attachment 2 to FPM Letter 532-119. Items 2, 4, and 5 require some type of initial change to the new pay plan before FWS job grading standards are applied. These initial changes to the new pay plan must be documented on a Notification of Personnel Action (SF 50/50-B) using the Nature of Action Code/Nature of Action (NOAC/NOA) 894/Pay Adj and Authority Code/Authority EEM/FPM Ltr 532-119, dtd 8-28-81.

3. After the employee has been changed to the new pay plan, the FWS job grading standards will be applied. If the application of those standards results in a change in the employee's position and/or grade, a second action, with the same effective date as the 894/Pay Adj, must be processed. This second action must be documented on an SF 50/50-B, as shown in the examples below:

NOAC/NOA	Authority Code/Authority
702/Promotion	N2M/Reg 335.102 EEM/FPM Ltr 532-119, dtd 8-28-81
740/Psn Chg	N2M/Reg 335.102 EEM/FPM Ltr 532-119, dtd 8-28-81
721/Reassignment	N2M/Reg 335.102 EEM/FPM Ltr 532-119, dtd 8-28-81

For employees in the competitive sevice, use N2M as the first authority and EEM as the second authority. For employees who are serving on Veterans Readjustment authority (VRA) appointments, use KBM/Reg 307.106 as the first authority and EEM as the second authority. For employees serving on other appointments in the excepted service, use the authority code and authority which authorized their appointment as the first authority and EEM as the second authority.

Inquiries: Workforce Records Management Division, Compliance and Investigations (202) 254-9793/9899

Code: 296, Processing Personnel Actions

Distribution: FPM Supplement 296-33

Bulletin Expires: October 20, 1983

* This bulletin has also been published under code 532, Pay Under the Prevailing Rate System.

PM1.14/3:

a. Place the appropriate remark in block 37 (remarks) on all actions taken to implement the new job grading standards:

> Result of initial application of FWS job grading standards to positions in the 4400 Printing Family.
>
> or
>
> Result of initial application of FWS job grading standards to positions in the 5330 Printing Plant Equipment Repairing series.

b. For employees whose grades are retained, show Pay Rate Determinant (PRD) "B" in block 39C of the SF 50/50-B that documents their 740/Psn Chg action.

4. Item 3 in attachment 2 to FPM Ltr 532-119 describes a situation where employees paid from an agency regular schedule of wages remain on the same type of FWS schedule. No initial pay adjustment action is required for these employees before the agency applies the new job grading standards. If application of the new standards results in a change in the employee's position and/or grade, that change should be documented following the instructions in paragraph 3 above.

5. The conversion instructions contained in FPM Letter 532-119 were issued under the authority of Sections 9(a)(1) and 9(a)(2) of Public Law 92-392, dated August 19, 1972. These instructions indicated that no employee would lose (basic) pay as a result of conversion. The instructions did not contain any eligibility requirements to qualify for such "saved" pay; therefore, none are required.

Donald J. Devine
Director

* U.S. GOVERNMENT PRINTING OFFICE: 1982 - 361-382: 1199

296-33/btn. 296-51

Office of Personnel Management

FPM Bulletin 296-51

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 296-51

Washington, D. C. 20415
April 22, 1982

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DEPOSITORY 376

SUBJECT: Revision of OPM Form 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions

1. The purpose of this bulletin is to:

a. inform agencies of the revised OPM Form 813 to be used when requesting the National Personnel Records Center to verify the dates of nonwartime campaign or expeditionary service claimed by employees who are retired from military service.

b. clarify to agencies when and how these requests are to be made.

2. With certain exceptions, retired members of the military service appointed to Federal civilian positions can be given credit for reduction-in-force and annual leave accrual rate purposes only for the length of time in active service in the Armed Forces during any war, or in any campaign or expedition for which a campaign badge has been authorized.

3. Wartime service can be established from discharge certificaties, DD Forms 214, etc. in the retiree's possession. To illustrate, for this purpose under Federal statute World War II began on December 7, 1941 and ended on April 28, 1952. Thus, if a retired member served in the Armed Forces from December 7, 1941 through December 6, 1951, he would be given credit for 10 years service. It would not be relevant where he served during those 10 years, that is, whether he was assigned to combat or noncombat duties. Therefore, an agency would not need to verify his service on the OPM Form 813.

4. Retired members can be given credit only for the period of time actually served in nonwartime campaigns and expeditions. For practical purposes, this means campaign or expeditionary service before December 7, 1941 and after April 28, 1952. Service during a nonwartime campaign or expedition does not entitle the retired member to credit for the duration of the campaign, but only for the period of his/her actual service in the campaign or expedition.

5. When campaign and expeditionary service cannot be determined from documents in the member's possession, the agency should request the appropriate military records center to verify the employee's claimed campaign and expeditionary service. However, it is the retired member's responsibility to provide the names of any campaigns or expeditions in which he/she served and the dates of such service.

Note: The Records Center will not verify service unless specific campaigns/expeditions and dates are listed on the OPM Form 813.

Inquiries: Compliance and Investigations Group, Workforce Records Management Division, (202) 254-9793/9899

Code: 296, Processing Personnel Actions

Distribution: FPM Supplement 296-33

Letter Expires: April 20, 1983

PM 1.14/3:

6. Agencies must send two copies of OPM Form 813 to the appropriate address as shown in A or B on the back of the form. If a follow-up check is necessary, reproduce a copy of the orginal request and clearly mark the top of the OPM Form 813, "Follow-up Request."

7. OPM Form 813 is to be used only for military retirees. The SF 180, Request Pertaining to Military Records, will be used to request service verification information for a veteran who is not in a retired status.

8. Agencies will use OPM Form 813 (revised) for making requests to the military records centers. A copy of the form is attached to this bulletin. Agencies are requested to reproduce it in quantities sufficient for their needs and to begin using it immediately. OPM will not stock the OPM Form 813.

9. Agencies must not make changes to this form when reproducing it.

Donald J. Devine
Director

Attachment

Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions *(See Instruction on Reverse Before Completing Form)*	Date of Request *(Month, Day, Year)*
TO: *(Address A or B From Reverse Side)*	**PRIVACY ACT STATEMENT** Solicitation of this information is authorized by sections 3502, "Retention Order," and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN, is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.

1. Name Used During Military Service	2. Service Number	3. Social Security Number
4. Branch of Service	5. Date of Military Retirement	6. Last Military Rank Held

7. Remarks

8. NONWARTIME CAMPAIGNS AND EXPEDITIONS Service from 12/7/41 through 4/28/52 is always creditable and need not be verified.	SERVICE CLAIMED						If correct, check here	FOR RECORDS CENTER USE ONLY If not correct give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal.					
	From:			To:				From:			To:		
	Mo.	Day	Yr.	Mo.	Day	Yr.		Mo.	Day	Yr.	Mo.	Day	Yr.

9. Requesting Agency *(Name, Address and ZIP Code)*	Items checked were verified by our records. Items which do not correspond with dates shown in record have been corrected.
	Typed or Stamped Name and Title of Certifying Official
	Signature / Date Signed

U.S. Office of Personnel Management — **REPRODUCE LOCALLY** — OPM Form 813 (Rev. 2/82)

Instructions for Completing OPM Form 813

NOTE: DO NOT USE THIS FORM FOR PERSONS WHO ARE NOT MILITARY RETIREES

Use OPM Form 813 only to request verification of a retiree's military service performed in a nonwartime campaign or expedition for which badge/medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. (See FPM Supplement 296-33 for further instructions.) Complete the address block and items 1 through 9 and submit the form in duplicate to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, address the request to:

National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132

B. To verify campaign/expeditionary service for military retirees of the U.S. Army, address the request to:

Commander
U.S. Army Reserve Components
Personnel and Administration Center
9700 Page Boulevard
St. Louis, MO 63132

The records center will verify only claimed and unverified nonwartime campaign or expeditionary service. It is the retired member's responsibility to provide the names of any nonwartime campaign or expedition in which he/she served. The records center will not verify service unless specific campaigns/expeditions and inclusive dates are listed. Service components (e.g., "USAF") or medal (e.g., "Vietnam Service Medal") are not sufficient.

If a follow-up check is necessary, reproduce a copy of the original request and clearly mark the top of the OPM Form 813, "Follow-up Request".

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Office of Personnel Management

Federal Personnel Manual System

FPM Letter 296-87

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FPM Letter 296-87

Published in advance
of incorporation in FPM
Supplement 296-33

RETAIN UNTIL SUPERSEDED

SUBJECT: CHANGES TO ADDRESSES OF OFFICES OF STATE ADJUTANTS GENERAL

U. S. GOVT. PUBS.
DEPOSITORY 376

Washington, D. C. 20415
July 8, 1981

Heads of Departments and Independent Establishments:

**USE THIS LETTER ONLY WITH FPM SUPPLEMENT 296-33
FOR ACTIONS EFFECTIVE AFTER 12/31/81**

This FPM Letter is also being issued for use with FPM Supplement 296-31, Processing Personnel Actions. Check the distribution code at the bottom of the page on all 296 letters to be sure you are using the correct letter with its corresponding supplement.

The addresses of seven of the Offices of State Adjutants General which are listed in Figure 7-12 of FPM Supplement 296-33, pages 7-35 through 7-37, are changed as listed below. Supplement users who verify and credit National Guard service are urged to pay special attention to these changes:

State	New Address
Arkansas	Camp Robinson North Little Rock, AR 72118
Delaware	First Regiment Road Wilmington, DE 19808
Iowa	RR #1. Camp Dodge Grimes, IA 50111
North Dakota	Fraine Barracks, PO Box 1817 Bismarck, ND 58505
Ohio	2825 W. Granville Road Worthington, OH 43085
Pennsylvania	Department of Military Affairs Annville, PA 17003
Wisconsin	PO Box 811 Madison, WI 53708

Donald J. Devine
Director

Inquiries: Agency Relations, (ACE), Work Force Information Division, Records Management Branch, (202) 254-9793/9899

Code: 296, Processing Personnel Actions

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980 - 341-393 685

Distribution: FPM Supplement 296-33

PM 1.14/3:

OPM FORM 652 1/79

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 296-88

FPM Letter 296-88

Published in advance
of incorporation in FPM

Supplement 296-31

RETAIN UNTIL SUPERSEDED

SUBJECT: Introduction of New Standard Form 293,"Notice to Separated Employee Concerning Disposition of Official Personnel Folder"

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U. S. GOVT. PUBS.
DEPOSITORY 376

Washington, D. C. 20415
July 15, 1981

Heads of Departments and Independent Establishments:

1. The SF 293 (1/81) "Notice to Separated Employee Concerning Disposition of Official Personnel Folder" is now available. OPM Form 1437 is now obsolete and local reproduction of this form should be discontinued as soon as the printed SF 293 is received by agencies. The SF 293 should be attached to the employee copy of the final SF 50 of each employee who separates from Federal Service.

2. Each agency will complete the instructions on Dispensary/Health Unit Records by providing the address where the agency's health records are filed. The SF 293 will not be filed in or attached to an employee's Oficial Personnel Folder.

3. Agencies may order the SF 293 from the Federal Supply Service of the General Services Administration by the FEDSTRIP/MILSTRIP procedure. Use the following information in ordering:

National Stock Number	Unit of Issue
7540-01-109-8811	PG (100)

4. A facsimile of the form is attached. Dimension of the SF 293 is 8½" x 5½".

Donald J. Devine
Director

Attachment

Inquiries: Agency Relations, (ACE), Work Force Information Division, Records Management Branch, (202) 254-9793/9899

• U.S. GOVERNMENT PRINTING OFFICE: 1980-341-393/692

Code: 296, Processing Personnel Actions

Distribution: FPM Supplement 296-31

PM 1.14/3:

IV

Attachment to FPM Letter 296-88

SF 293 (1/81)
U.S. Office of
Personnel Management
FPM Chapter 296-31 (To
Be Superseded by
296-33, 1/82)

NOTICE TO SEPARATED EMPLOYEE CONCERNING DISPOSITION OF OFFICIAL PERSONNEL FOLDER

Official Personnel Folders are transferred to the National Personnel Recc.ds Center, St. Louis, Missouri, 90 to 120 days after termination of Federal employment. After that date you should send requests for:

Information regarding retirement benefits to: **U.S. Office of Personnel Management** **Retirement and Insurance Programs** **1900 E Street, N.W.** **Washington, DC 20415**	**Copies of specific documents or information to verify employment to:** **National Personnel Records Center** **111 Winnebago Street** **St. Louis, MO 63118**
Complete copy of Official Personnel Folder or determination regarding reinstatement eligibility to: **U.S. Office of Personnel Management** **(Check local telephone directory for area or regional OPM office located nearest you)**	**Copies of or information from Dispensary/Health Unit Records under control of last employing agency to:**

Requests should include: (1) your full name used during period of employment, (2) your social security number, (3) date of birth, (4) agency and place of employment, and (5) date of termination from Federal employment.

If you are transferring to another Federal employer or should return to Federal service at a later date, check with the personnel office of your next employing agency to determine whether your records have been forwarded to that office.

NSN 7540-01-109-8811

293-101

☆ GPO: 1981 O - 340-493 (12)

296-31 / Let. 296-89

Office of Personnel Management

FPM Letter 296-89

Federal Personnel Manual System

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Supplement 296-31
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FPM Letter 296-89

SEP 17 1981

SUBJECT: Documentation of Separation Actions

U. S. GOVT. PUBS.
DEPOSITORY 376

Washington, D. C. 20415
August 17, 1981

Heads of Departments and Independent Establishments:

USE THIS LETTER ONLY WITH FPM SUPPLEMENT 296-31 BEFORE 1/1/82
This FPM Letter is also being issued for use with the new FPM Supplement 296-33, The Guide to Processing Personnel Actions. Check the distribution code at the bottom of the page on all 296 letters to be sure you are using the correct letter with its corresponding supplement.

1. Background. A number of recent court decisions have imposed limitations on the type of information that the Government may document and disclose about the reasons for removing a Federal employee. The courts have held that adverse information which impugns an individual's character may be recorded and disclosed only if the employee has been afforded a hearing to challenge this information. According to the courts, a hearing is constitutionally required by the Fifth Amendment. Further, the courts have held that the documentation of such information without a hearing may result in the personal liability of Government officials. Thus, an agency head and the managers and supervisors who document the reasons for removing a Federal employee without affording that employee a hearing may be required to pay money damages to the employee whose constitutional rights have been violated.

Because of these developments, the Office of Personnel Management (OPM) has determined that it is necessary to revise its instructions governing the documentation of involuntary separation actions. There are several categories of Federal employees who have no appeal rights. However, the current OPM instructions, which are set out in Federal Personnel Manual (FPM) Supplement 296-31, require that agencies document the reasons for involuntary separation of an employee, even if the individual is not entitled to a hearing. The information is recorded on the Standard Form 50 under: 1) Item 12, which includes a Personnel Action Code/Nature of Action (PAC/NOA); and 2) Item 30, which includes remarks.

Under the revised instructions, agencies no longer will record the reasons for the involuntary separation of employees who have no hearing rights. They, however, will continue to record the fact that an involuntary separation has taken place. Consequently, these new procedures should eliminate the threat of personal liability of Federal officials. Agencies are urged to advise supervisors and managers at all levels of these changes.

2. Instructions. The procedures listed below must be implemented as soon as possible, and in any case made applicable to actions effective on or after September 1, 1981.

Inquiries: Agency Relations (ACE), Work Force Information Division, Records Management Branch, (202) 254-9793/9899

Code: 296, Processing Personnel Actions

Distribution: FPM Supplement 296-31

Pm 1.14/3:

296-31 / Ltr. 296-89

a. Involuntary Separation of Employees Without Appeal Rights.

(1) PAC's 328, 336, 337 and 338, and their associated Natures of Action, which are entered in Block 12 of the Standard Form 50 are deleted. In their place, the following new PAC/NOA combinations are established:

385 Discharge during probationary period
385 Discharge during trial period

This will indicate only that the employee has been involuntarily separated during the probationary or trial period. It must be used to document all agency-initiated separations of employees serving probationary or trial periods that are required by Civil Service or agency regulations, regardless of whether the reasons for separation are conduct-related, performance-related, or both conduct- and performance-related. Thus, there will be a record of the fact that the employee was involuntarily separated. There, however, will no longer be a record of the general reason--performance vs. conduct--for the separation.

(2) A new PAC/NOA combination, 386/Discharge, must be used to document all agency-initiated separations for performance and/or misconduct when the employee is not serving a probationary or trial period but has no right to appeal the action, e.g., when a nonveteran in the excepted service is removed or a temporary employee is separated due to poor performance before the expiration date of the appointment.

(3) No reasons, explanations, or "Remarks" for any of the above removals may be placed on the SF 52, the SF 50 documenting the action, on the employee's service record card (SF 7), or in the employee's Official Personnel Folder (OPF).

b. Resignation by Employee Without Appeal Rights.

PAC/NOA 310 Resignation will no longer be used to document the resignations of employees who have no appeal rights. Instead, agencies must use PAC/NOA 317/Resignation. No agency reasons, explanations, or "Remarks" for these actions may be placed on the SF 52, the SF 50 documenting the action, on the employee's service record card (SF 7), or in the employee's Official Personnel Folder. The employee's reason for resigning should continue to be documented in Item 30 "Remarks," but only when a written resignation is submitted by the employee.

c. Resignations by Employees Who Have Appeal Rights.

Agencies may continue to use PAC/NOA 310/Resignation to document resignations of employees serving under appointments which afford them appeal rights. This combination may be used only when the employee resigns after receiving a written notice of proposed disciplinary or adverse action. In such case, agencies should continue to record on the SF 50 information showing that the employee resigned after receiving a written notice of the proposed action or a written decision letter (e.g., "Resigned after receiving written notice of ------etc.").

When an employee who has appeal rights resigns after receiving oral notice of a proposed disciplinary or adverse action, the resignation must be documented using PAC/NOA 317/Resignation. No agency reasons, explanations, or "Remarks" for the action may

PM 1.14/3:

be placed on the SF 52, the SF 50 documenting the action, the employee's service record card (SF 7), or in the employee's Official Personnel Folder. The employee's reason for resigning should continue to be documented in Item 30 "Remarks," but only when a written resignation is submitted by the employee.

d. 352/Termination Actions.

The above instructions do not apply to "Termination" actions for which a "352" PAC is currently prescribed. These actions will continue to be documented using the existing instructions in FPM Supplement 296-31, Book V, Subtable 11.

3. Notification to State Agencies Regarding Unemployment Insurance Claims.

5 U.S.C. 8506 requires an employing agency to provide State unemployment agencies with certain information necessary to determine an unemployment insurance claim. The SF 50 has been used as the source of this information for all former Federal employees. However, under the changes described in this letter, the SF 50 will no longer provide the necessary information for employees who are separated involuntarily while serving under an appointment which does not provide them with appeal rights. Therefore, when taking an action documented as "385/Discharge during probationary period," "385/Discharge during trial period," or "386/Discharge," the agency must retain the background documents for the action for two years from the effective date of the action. These files must be retained in the operating personnel office and must be filed in a "subject file," rather than in, or with, employee personnel records. Upon request from a State agency for unemployment insurance claims purposes, the personnel office must furnish a brief, factual summary of the reasons for the action. Such a "subject file" is considered to be covered by the Office of Personnel Management's Government-wide Privacy Act system of records (OPM/GOVT-1, General Personnel Records) as long as it contains only the background documents pertaining to these actions. The disclosure of information to a State agency from this file is permitted under one or more of the routine uses currently established for OPM/GOVT-1. In no case will this "subject file" be forwarded with the employee's Official Personnel Folder either to another Federal agency or the National Personnel Records Center.

Donald J. Devine
Director

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296-33/

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 296-90

Published in advance of incorporation in FPM

FPM SUPP. 296-33
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FPM Letter 296-90

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DEPOSITORY 376

SUBJECT: Documentation of Furlough Actions

Washington, D. C. 20415

January 26, 1982

Heads of Departments and Independent Establishments:

1. A Notification of Personnel Action (SF 50, SF 50-B or equivalent list form) must be used to document each period of furlough, using Nature of Action Code/Nature of Action (NOAC/NOA) 472/Furlough NTE (date) or 471/Furlough. NOAC/NOA 472/Furlough NOAC/NOA 472/Furlough NTE (date) is hereby redefined as a furlough which occurs on consecutive days and covers furloughs extending at least one full pay period. A new NOAC/NOA has been established for use in documenting all other furloughs, 471/Furlough. The new codes and definitions are effective February 14, 1982.

The legal authorities codes to be shown on both 472/Furlough NTE and 471/Furlough actions are:

Situation	Auth. Code	Authority
furlough for more than 30 calendar days (or 22 work days a year when days on furlough are not continuous) which is effective under RIF procedures	PNM	Reg 351.603
furlough for 30 calendar days (or 22 work days a year when days on furloughs are not continuous) or less effected under 5 USC 75	VAJ	5 USC 75
furlough for 30 calendar days (or 22 work days a year when days on furlough are not continuous) or less effected under other then 5 USC 75	USM	(cite agency reg authorizing furlough

2. The effective date for a 472/Furlough NTE (date) is the first day the employee will be in nonpay status. The effective date for a 471/Furlough is either the beginning date of the calendar period during which the furlough day(s) will occur or the actual day(s) furloughed if the agency prefers. When an employee is furloughed for a number of days and such days on furlough are not continuous, agencies may process a single 471/Furlough action (SF 50) to cover all the days furloughed or may process a separate 471/Furlough action (SF 50) for each day furloughed.

Inquiries: Agency Relations, Work Force Records Management Division, (202) 254-9793/9899

Code: 296, Processing Personnel Actions

Distribution: FPM Supp. 296-33, "The Guide to Processing Personnel Actions"

PM 1.14/3:

* U.S. GOVERNMENT PRINTING OFFICE: 1982- 361-383: 1061

3. Each furlough action must be documented with a remark to explain the reason for the furlough (Remark Code M72). Instructions on documenting return to duty (RTD) from a 472/Furlough NTE (date) are found in Subchapter 16 of FPM Supplement 296-33. No return to duty action is required for a 471/Furlough action.

4. When furlough or RTD actions for a large number of employees will have the same effective date(s), or occur during the same calendar period, an agency may document actions by using a list form of notice. Instructions on preparing list forms of notice are found in Subchapter 4, of FPM Supplement 296-33 (page 4-45). When a list form of notice is used, the copy of the notice which is given to the employee and the copy which is placed in his/her Official Personnel Folder (OPF) must list the employee's Social Security Number (SSN) and Date of Birth (DOB). An employee's SSN and DOB may not be placed on copies of a notice which are given to other employees or placed in their OPFs. (Such list forms prepared by agencies which do not submit automated transactions to the Central Personnel Data File (CPDF) should be included in the agency's submission to CPDF.)

5. If the specific furlough dates are known when a 471/Furlough action is prepared, these dates must be shown in the remarks section of the 471/Furlough action document (SF 50, SF 50-B or list form). If specific dates are not known, then agencies must prepare a 002/Correction action (SF 50) to the 471/Furlough action with remarks documenting the total number of days or hours that the employee was on furlough when those dates are known.

6. When the total number of days for a 472/Furlough NTE is increased, a 772/Ext of Furlough NTE (date) must be prepared. For new calendar periods of furlough, a new furlough action must be prepared. For all other changes in the dates on which a furlough will occur, an 002/Correction action must be prepared.

7. Agencies are reminded that for members and former members of the uniformed services who are subject to the "pay cap" reporting procedures, a copy of the furlough notice, and of the return to duty notice when one is issued, must be sent to the appropriate uniformed service finance center (addresses of the centers are in Subchapter 8 of FPM Supplement 296-33), since days in nonpay status will affect the person's retirement pay. When an SF 50, 50-B or a list form of notice is used to document a furlough, the copy of the notice which is sent to the pay center must have the employee's SSN and DOB and dates of furlough added to it to insure proper adjustment of his/her retirement pay.

Donald J. Devine
Director

296-33/Let. 296-91

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 296-91

FPM Letter 296-91

Published in advance
of incorporation in FPM
Supplement 296-33
RETAIN UNTIL SUPERSEDED

SUBJECT: Documentation of RIF Separations That Are Followed by Nonpermanent Appointments

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Washington, D. C. 20415
April 22, 1982

Heads of Departments and Independent Establishments:

1. When an employee who is already on the rolls of an agency is changed to a new appointment or another appointment in the same agency without a break in service, OPM's current instructions for documenting the change call for the processing of a single personnel action: a conversion to the new appointment. In the case of an employee who is separated by reduction in force (RIF) from his/her position and immediately receives a nonpermanent appointment in another part of the same agency, documenting the change by the use of a conversion action results in: (1) the risk that valuable information needed to establish severance pay and other entitlements based on the RIF may not be properly documented on the action, and (2) the loss to the agency's data system and to OPM's data system of the information that the change was the result of RIF.

2. To insure that RIF-based entitlements are properly documented and that RIF data is available to agencies and to OPM, the following procedures are effective upon receipt of this letter: When an employee who is to be separated from the agency by RIF procedures accepts another appointment in the same agency which will begin within three calendar days of the RIF separation date, each action must be documented separately, that is, the losing personnel office must process an SF 50 (or OPM-approved exception thereto) to document the 356/Termination-Involuntary and the gaining personnel office must process a separate SF 50 to document the new appointment. (These instructions do not apply to the case where a competing employee accepts an offer of assignment under the reduction-in-force (RIF) regulations to a specifically-limited temporary position. (See FPM Letter 351-12, dated May 21, 1981.))

3. Data on these actions must be submitted to OPM's Central Personnel Data File (CPDF) in the sequence in which the actions occurred, i.e., the 356/Termination-Involuntary should reflect an effective date prior to the new appointment. In no case should data on the new appointment be submitted to CPDF before the data on the 356/Termination-Involuntary.

4. A similar procedure should be followed to document the separation of an employee who is to be separated from the agency by RIF procedures and will receive a temporary appointment in a different agency within three calendar days of the RIF separation date: the losing agency should document its separation action as a 356/Termination-Involuntary rather than as a 352/Termination-Appt In (agency). The gaining agency will, of course, process the appropriate appointment action, e.g., Appt NTE (date) or Exc Appt NTE (date).

Donald J. Devine
Director

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Inquiries: Compliance and Investigations Group, Workforce Records Management Division (202 or FTS) 254-9793/9899

Code: 296, Processing Personnel Actions

Distribution: FPM Supplement 296-33

FPM 1.14/3:

296-33/Ltr. 296-89

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 296-89

SUBJECT: Documentation of Separation Actions

FPM Letter 296-89

Published in advance
of incorporation in FPM
Supplement 296-33
RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
August 17, 1981

Heads of Departments and Independent Establishments:

USE THIS LETTER ONLY WITH FPM SUPPLEMENT 296-33
FOR ACTIONS EFFECTIVE AFTER 12/31/81
This FPM Letter is also being issued for use with FPM Supplement 296-31, Processing Personnel Actions. Check the distribution code at the bottom of the page on all 296 letters to be sure you are using the correct letter with its corresponding supplement.

1. Background. A number of recent court decisions have imposed limitations on the type of information that the Government may document and disclose about the reasons for removing a Federal employee. The courts have held tht adverse information which impugns an individual's character may be recorded and disclosed only if the employee has been afforded a hearing to challenge this information. According to the courts, a hearing is constitutionally required by the Fifth Amendment. Further, the courts have held that the documentation of such information without a hearing may result in the personal liability of Government officials. Thus, an agency head and the managers and supervisors who document the reasons for removing a Federal employee without affording that employee a hearing may be required to pay money damages to the employee whose constitutional rights have been violated.

Because of these developments, the Office of Personnel Management (OPM) has determined that it is necessary to revise its instructions governing the documentation of involuntary separation actions. There are several categories of Federal employees who have no appeal rights. However, the OPM instructions which are set out in Federal Personnel Manual (FPM) Supplement 296-33 require that agencies document the reasons for involuntary separation of an employee, even if the individual is not entitled to a hearing. The information is recorded on the Standard Form 50 under: (1) blocks 18A-B, Nature of Action Code/Nature of Action (NOAC/NOA), and (2) block 37, Remarks.

Under the revised instructions, agencies no longer will record the reasons for the involuntary separation of employees who have no hearing rights. They, however, will continue to record the fact than an involuntary separation has taken place. Consequently, these new procedures should eliminate the threat of personal liability of Federal officials. Agencies are urged to advise supervisors and managers at all levels of these changes.

2. Instructions. The procedures listed below must be implemented on January 1, 1982, when FPM Supplement 296-33 is implemented.

a. Involuntary Separation of Employees Without Appeal Rights.

(1) NOAC/NOA 330/Removal and NOAC/NOA 356/Termination-Involuntary may not be entered in blocks 18A-B of the Standard Form 50 to document the

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involuntary separation of an employee who is serving a probationary or trial period required under Civil Service or agency regulations. Instead

385/Discharge during Prob/Trial Period

should be recorded in blocks 18A-B of the Standard Form (SF) 50. This will indicate only that the employee has been involuntarily separated during the probationary or trial period. It must be used to document all agency-initiated separations of employees who are serving probationary or trial periods that are required by Civil Service or agency regulations, regardless of whether the reasons for separation are conduct-related, performance-related, or both conduct- and performance-related. Thus, there will be a record of the fact that the employee was involuntarily separated. There, however, will no longer be a record of the general reason--performance v. conduct--for the separation.

(2) A new NOAC/NOA combination, 386/Discharge, must be used to document all agency-initiated separations for performance and/or misconduct when the employee is not serving a probationary or trial period but has no right to appeal the action, e.g., when a nonveteran in the excepted service is removed or a temporary employee is involuntarily separated due to poor performance before the expiration date of the appointment.

(3) No reasons, explanations, or "Remarks" for any of the above separations may be placed on the SF 52, the SF 50 documenting the action, on the employee's service record card (SF 7), or in the employee's Official Personnel Folder (OPF).

b. Resignation by Employees Without Appeal Rights.

Agencies must use NOAC/NOA 317/Resignation to document the resignations of employees who have no appeal rights. No agency reasons, explanations, or "Remarks" for these actions may placed on the SF 52, the SF 50 documenting the action, on the employee's service record card (SF 7), or in the employee's Official Personnel Folder. The employee's reason for resigning should continue to be documented in block 37, "Remarks," but only when a written resignation is submitted by the employee.

c. Resignations by Employees Who have Appeal Rights.

When an employee who has appeal rights resigns after receiving oral notice of a proposed disciplinary or adverse action, the resignation must be documented using NOAC/NOA 317/Resignation. No agency reasons, explanations, or "Remarks," for the action may be placed on the SF 52, the SF 50 documenting the action, the employee's service record card (SF 7), or in the employee's Official Personnel Folder. The employee's reason for resigning should continue to be documented in block 37, "Remarks," but only when a written resignation is submitted by the employee. When the employee resigns after receiving written notice of proposed disciplinary or adverse action, agencies should continue to record on the SF 50 information showing that the employee resigned after receiving a written notice of the proposed action or a written decision letter (including remark, "Resigned after receiving written notice...." etc.).

Tables 31-A through 31-D of Subchapter 31, FPM Supplement 296-33, are being revised to reflect these changes; copies of the draft revisions are attached.

3. Notification to State Agencies Regarding Unemployment Insurance Claims.

5 U.S.C. 8506 requires an employing agency to provide State unemployment agencies with certain information necessary to determine an unemployment insurance claim. The SF 50 has been used as the source of this information for all former Federal employees. However, under the changes described in this letter, the SF 50 will no longer provide the necessary information for employees who are separated involuntarily during a probationary or trial period and for employees who are separated involuntarily while serving under an appointment which does not provide them with appeal rights. Therefore, when taking an action documented as "385/ Discharge during Prob/Trial Period" or "386/Discharge," the agency must retain the background documents for the action for two years from the effective date of the action. These files must be retained in the operating personnel office and must be filed in a "subject file," rather than in, or with, employee personnel records. Upon request from a State agency for unemployment insurance claims purposes, the personnel office must furnish a brief, factual summary of the reasons for the action. Such a "subject file" is considered to be covered by the Office of Personnel Management's Government-wide Privacy Act system of records (OPM/GOVT-1, General Personnel Records) as long as it contains only the background documents pertaining to these actions. The disclosure of information to a State agency from this file is permitted under one or more of the routine uses currently established for OPM/GOVT-1. In no case will this "subject file" be forwarded with the employee's Official Personnel Folder either to another Federal agency or the National Personnel Records Center.

Donald J. Devine
Director

4 Attachments

DRAFT REVISIONS TO TABLE 31-A

Table 31-A Processing Resignations

RULE	A	B	C	D	E	F
	If the employee resigns	And	Then NOAC is	NOA is	Auth. Code is	Authority is
1	While serving an initial appointment probation or a trial period required by civil service or agency regulations		317	Resignation	RUM	Reg 715.202 ~~Prob~~ Other
3	While serving a probationary period in the SES					
~~2~~ 4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 USC 75			RQM	Reg 715.202 CAA
~~3~~ 5		Action is proposed under agency procedures equivalent to 5 USC 75			RRM	Reg 715.202 EAA
~~4~~ 6		Action is proposed under other procedures not described in Rules 1-~~4~~ 5			~~RUM~~ RSM	Reg 715.202 OMA ~~Other~~
~~5~~ 7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period				~~RAG~~ RSM	Reg 715.202 ~~Nonsupv~~ Prob
~~6~~ 8	After receiving notice of proposed removal or placement out of SES for unsatisfactory work performance during probation		312	Resignation-ILIA	RSM	Reg 715.202 Prob
2	While serving under an appointment which does not afford him/her appeal rights.		317	Resignation	RUM	Reg 715.202 Other

Table 31-A Processing Resignations (Continued)

R U L E	A	B	C	D	E	F
	If the employee resigns	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code is*	*Authority Is*
~~8~~ 9	After receiving notice of proposed placement out of SES for unsatisfactory or less than fully satisfactory performance		312	Resignation—ILIA	R7M	Reg 715.202 Perf
10	In lieu of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules ~~6-8~~ (See Note 1) 1-3, 7-9	Action is proposed under Part 432, CS Regs				
11		Action is proposed under agency procedures equivalent to Part 432, CS Regs			R8M	Reg 715.202 Eq Perf
12		Action is proposed under other procedures not described in Rules ~~6-8~~ 10-11			RUM	Reg 715.202 Other
13	In lieu of proposed or pending RIF action	Action is being proposed under part 351 of the Civil Service regulations			RTM	Reg 715.202 RIF
14	In lieu of proposed or pending displacement action	Action is being proposed under Part 316, Subpart 4, of the Civil Service regulations			RVM	Reg 715.202 Disp
15	After receiving notice of a new assignment as part of an established rotation policy with-in the agency or which was directed by the agency (See Note 2.)				RXM	Reg 715.202 Relo

Table 31-A Processing Resignations (Continued)

R U L E	A	B	C	D	E	F
	If the employee resigns	And	Then NOAC is	NOA is	Auth. Code is	Authority is
16	After receiving notice of a new assignment a result of his/her job function or activity being moved to a new organizational or geographical location (See Note 2.)		312	Resignation ILIA	RWM	Reg 715.202 Reas
~~19~~ 17	In lieu of proposed or pending adverse action which is NOT based on employee's misconduct or delinquency and is not covered by Rules 7-16 (see Note 1)	Action is proposed under 5 USC 75			RQM	Reg 715.202 CAA
~~20~~ 18		Action is proposed under agency procedures equivalent to 5 USC 75			RRM	Reg 715.202 EAA
~~21~~ 19		Action is proposed under other procedures not described in Rules 1-3, 13–16			~~RUM~~ RSM	Reg 715.202 OAA ~~Other~~
~~22~~ 20	Under conditions not covered in Rules 1- 19		317	Resignation	RPM	Reg 715.202

NOTES:

[1] Use only when the employee has been notified in writing of the action proposed against him/her or of the action the agency has decided to take against him/her.

[2] If an employee declines a reassignment and the agency issues a notice of proposed termination which is then followed by the employee's resignation, use Rules 17-~~21~~. 19.

DRAFT REVISIONS TO TABLE 31-B

Table 31-B Processing Terminations and Deaths (Continued)

R U L E	A	B	C	D	E	F
	If Termination Is	And	Then NOAC Is	NOA Is	Auth. Code Is	Authority Is
27	By RIF procedures (FPM Ch. 351)		356	Termination-Involuntary	PNM	Reg 351.603
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Employee is serving an initial probationary period	385	Discharge during prob/trial period	L2M	Reg 315.804
29		Employee is serving a trial period required by civil service or agency regulations			L4M	Reg 315.804 Eq
31		Employee is serving under an appointment which does not afford him/her appeal rights	386	Discharge	ZLK	(Enter Law, EO, or Reg which authorizes discharge because of performance)
30		Employee is currently serving a probationary period in the SES	385	Discharge during prob/trial period	V2M	5 USC 3393
~~33~~ 32		Is effected under Part 432, CS Regs	356	Termination-Involuntary	QGM	Reg 432.201
~~34~~ 33		Is effected under agency regs equivalent to Part 432, CS Regs,			QHM	Reg 432.201 Eq
~~35~~ 34		Is not covered under Rules 28-~~34~~ 3			U2M	(Enter Agency Reg for termination based on performance)

Table 31-B Processing Terminations and Deaths (Continued)

R U L E	A	B	C	D	E	F
	If Termination Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
~~36~~ 35	Because of lack of work or funds when appointment is limited to one year or less	Action is not effected under RIF Regulations	356	Termination Involuntary	MUM	Reg 316.401
~~37~~ 36	Because employee failed to qualify for conversion under Reg 315.704 for reasons other than conduct or delinquency (See Notes 2 and 3)	Action is effected under 5 USC 75			LUM and VAJ	Reg 315.704(c) and 5 USC 75
~~38~~ 37		Action is not effected under 5 USC 75			LUM	Reg 315.704(c)
~~39~~ 38	Of a reemployed annuitant serving at the will of the appointing authority	The basis and procedure for the termination is not covered in Rules 16-~~38~~ 37			VCM	5 USC 3323
~~40~~ 39	Involuntary as described in FPM Supp 831-1, S11	Reason(s) for termination is not covered in Rules 20-~~39~~ 38			ZLM	(Enter E.O., Law or Reg. which authorizes termination)
~~41~~ 40	Not covered elsewhere in Table 31-B		357	Termination		

NOTES:

[1] Although an employee may submit a resignation in such cases, resignation is not required and the action should not be processed as a resignation.

[2] When conduct is a factor, the action is processed under Table 31-C as Removal.

[3] Includes separation for failure to pass an examination.

DRAFT REVISIONS TO TABLE 31-C

Table 31-C Processing Removals

R U L E	A	B	C	D	E	F
	If Removal Is	*And*	*Then NOAC is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
1	Instructed by MSPB		330	Removal	VAM	5 USC 1207(a)
2	Instructed by OPM	Is based on suitability reasons			RYM	Reg 731.201
3		Is based on reasons other than suitability			A3M	CS Rule V
4	Effected by agency head in the interest of national security				V4J and ZEM	5 USC 7532 and E.O. 10450
5	Because of conditions arising in whole or in part before the employee's entrance on duty (See Note 1)	Is effected during an initial appointment probation	385	Discharge during prob/trial period	L6M	Reg 315.805
6		Is effected during a trial period required required by civil service or agency regs			L8M	Reg 315.805 Eq
8		Employee is serving on an appointment (other than one described in Rules 5-7 above) which does not afford him/her appeal rights	386	Discharge	ZLM	(Enter Law, EO, or Reg which authorizes discharge)
7		Is effected during the probationary period of an SES career appointee without placement rights	385	Discharge during prob/Trial period	VUM	5 USC 3393 Preappt
9		Is effected under 5 USC 75	330	Removal	V5J	5 USC 75, Preappt
~~11~~ 10		Is effected under agency procedures equivalent to Part 752, CS Regs			V7J	5 USC 75, Preappt Eq

Table 31–C Processing Removals (Continued)

RULE	A	B	C	D	E	F
	If Removal Is	And	Then NOAC is	NOA Is	Auth. Code Is	Authority Is
~~12~~ 11	Because of conditions arising in whole or in part before employee's entrance on duty (See Note 1)	Is not covered by Rules 5–10	330	Removal	USM	(Enter Agency Reg which authorizes removal)
~~13~~ 12	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the removal is not covered under Rules 1-~~12~~ 11)	Is effected during an initial appointment probation	385	Discharge during prob/trial period	L2M	Reg 315.804
13		Is effected during a trial period required by civil service or agency regulations			L4M	Reg 315.804 Eq
15		Employee is serving on an appointment (other than one described in Rules 12-14 above) which does not afford him/her appeal rights	386	Discharge	ZLJ	(Enter Law, E.O. or Reg which authorizes discharge because of misconduct)
~~17~~ 14		Is effected during the probationary period of an SES career appointee without placement rights	385	Discharge during prob/trial period	VYM	5 USC 3393 Postappt
~~18~~ 16		Is effected under 5 USC 75	330	Removal	V6J	5 USC 75, Postappt
~~19~~ 17		Is effected under agency procedures equivalent to 5 USC 75			V8J	5 USC 75, Postappt Eq
~~20~~ 18		Is not covered under Rules ~~13 thru 18~~ 12 – 17			UPM	(Enter Agency Reg which authorizes removal because of conduct)

Table 31-C Processing Removals (Continued)

R U L E	A	B	C	D	E	F
	If Removal Is	And	Then NOAC is	NOA Is	Auth. Code Is	Authority Is
~~21~~ 19	Because of employee's conduct or delinquency after entrance on duty *and* because of unacceptable performance	Is effected during an initial appointment probation	385	Discharge during prob/trial period	LSM	Reg 315.804 Mix
~~24~~ 21		Is effected during the probationary period of an SES career appointee without placement rights			V2M	5 USC 3393
~~25~~ 20		Is effected during a trial period required by civil service or agency regulations			LXM	Reg 315.804 Eq-Mix
22		Employee is serving on an appointment (other than one described in Rules 14-21 above) which does not afford him/her appeal rights	386	Discharge	ZLL	(Enter Law, E.O., or Reg which authorizes discharge because of both misconduct and performance)
23		Is effected under 5 USC 75	330	Removal	VAJ	5 USC 75
~~25~~ 24		Is effected under agency procedures equivalent to 5 USC 75			VHJ	5 USC 75 Eq
~~26~~ 25		Is not covered under Rules ~~21-27~~ 19 - 24			UQM	(Cite Agency Reg which authorizes removal because of conduct and performance)

Table 31-C Processing Removals (Continued)

R U L E	A	B	C	D	E	F
	If Removal Is	*And*	*Then NOAC Is*	*NOA Is*	*Auth. Code Is*	*Authority Is*
~~29~~ 26	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Reg 315.704	Removal is effected under procedures of 5 USC 75	330	Removal	LUM and VAJ	Reg 315.704(c) and 5 USC 75
~~30~~ 27		Removal is not effected under procedures of 5 USC 75			LUM	Reg 315.704(c)
~~31~~ 28	Because employee abandoned his/her position (See Note 2)	Adverse action removal procedures are not followed			C7M	FPM Ch. 715, S3–2
~~32~~ 29	Not covered elsewhere in Table 31C				ZLM	(Enter E.O. Law or Reg which authorizes removal)

NOTES:

[1] Includes separation for intentional false statements in application and appointment papers, failure to qualify in investigation, etc.

[2] If employee is later found, in fact, to have resigned before the removal was processed, the removal can be corrected (following the procedures in subch. 32) to show a resignation.

Attachment 4 to FPM Ltr. 296-89

DRAFT REVISIONS TO TABLE 31-D

Table 31–D Codes for Required Remarks (Important: More than One Rule May Apply.)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
1	Employee is resigning	Gave a reason for resigning (See Note 2)	Agency knows of a specific, factual reason (other than a pending adverse action) which differs from the employee's reason	R19 and S24
2		Gave no reason for resigning (See Note 2)	Agency knows of a specific, factual reason (other than a pending adverse action) for the resignation	S68 and S24
3			Agency has no other information available	S68 and S23
4	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance (See Notes 2 & 3)	Employee filed a grievance	M26
5			Employee did not file a grievance	M27
~~6~~	SES Career Appointee is resigning	Resigns after receiving notice of proposed removal or placement out of SES during probation	~~Has guaranteed placement rights~~	~~S76~~
~~7~~ 6			Does not have guaranteed placement rights	M58 ~~and S76~~
~~8~~ 7		Resigns after receiving notice of proposed placement out of SES for unsatisfactory or less than fully satisfactory performance.		M58 and S76

Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	And	And	Then Required Remarks Codes Are (See Note 1)
~~5~~ 11	Employee resigns after being given written notice of adverse action the OPM or agency proposes to take	Employee is not serving an initial appointment probation, a trial period required by civil service or agency regulations, or on any appointment which does not afford him/her appeal rights (See Note 2)	The action proposed was removal	S31
~~6~~ 12			The action proposed was demotion	S32
~~7~~ 13			The action proposed was suspension	S33
~~12~~ 14	Employee resigns after being given written notice of adverse action the OPM or agency has decided to take		The pending action was removal	S28
~~13~~ 15			The pending action was demotion	S29
~~14~~ 16			The pending action was suspension	S30
~~15~~ 8	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of proposed position change for failure to satisfactorily complete that probationary period		S74
~~16~~ 9		Resigns after being notified of decision on position change as a result of failure to satisfactorily complete that probationary period.		S75
~~17~~	~~Employee is serving a probationary period at time of separation~~	~~Resigns after receiving notice of proposed separation by agency during probationary period~~		~~S65 and S70~~
~~18~~		Rule 12 does not apply		~~S65~~

Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

RULE	A If	B And	C And	D Then Required Remarks Codes Are (See Note 1)
~~19~~	~~Employee is serving a trial period at time of separation~~	~~Resigns after receiving notice of proposed separation by agency during trial period~~		~~S66 and S71~~
~~20~~		~~Rule 20 does not apply~~		~~S66~~
~~21~~ 17	Employee is transferred to an international organization			M62
~~22~~ 18	Employee received a RIF Notice	Was offered another job	Declined the offer without giving a reason	S51, S54 and S56
~~23~~ 19			Gave reasons for declining the offer	S51, S54 and R55
20 ~~24~~		Was not offered another job		S51 and S58
~~25~~ 21	Employee received a Displacement Notice	Was offered another job	Declined the offer without giving a reason	S50, S54 and S56
~~26~~ 22			Gave reasons for declining the offer	S50, S54 and R55
23 ~~27~~		Was not offered another job		S50 and S58
~~28~~ 24	SES appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency	The action is initiated by the appointing officer based on unsatisfactory or less than fully satisfactory performance		M58
~~29~~ 25	Termination is because of mental or physical disability			S48
~~30~~ 26	NOA is Termination-Involuntary	Is based on employee declination of relocation		R52
~~31~~ 27		Is based on employee declination of assignment		R53
28 ~~32~~		Is not covered by Rules ~~22-31~~ 25-27		S48

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Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	If	*And*	*And*	*Then Required Remarks Codes Are (See Note 1)*
33	NOA is Termination			S48
34	Employee is terminated after receiving a written notice of adverse action proposed by the OPM or agency	The termination was for reasons other than the pending or proposed adverse action (See Note 2)	The action proposed was removal	S42
35			The action proposed was demotion	S41
36			The action proposed was suspension	S40
37			The decision was for removal	S45
38			The decision was for demotion	S44
39			The decision was for suspension	S43
40	~~Employee is removed~~ NOA is Removal	Removal is ordered by MSPB		S73
41		Removal is orderedy by OPM		S46
42		Removal is NOT ordered by OPM or MSPB		S47
43	Employee abandoned his/her position			S20
44	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is known	Retained rate *will* terminate during period of lump sum payment	N26 and P18
45			Retained rate will not terminate during period of lump sum payment	N26
46			Employee does not have retained rate	

Table 31-D Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A *If*	B *And*	C *And*	D *Then Required Remarks Codes Are (See Note 1)*
.66	Reason for separation is resignation, termination ~~or~~, removal or	discharge		M67
67	Employee separates to go to the American Institute in Taiwan under P.L. 96-8			M04

NOTES:

[1] See Table 31-E to translate codes into actual remarks.

3 When employee's reason for resigning is work-connected and agency disputes the reason, the employee should be advised he/she may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised, and if so, ask which of these remarks applies.

4 Remarks on the separation SF 50 for the previous separation and of the SF 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.

5 See FPM Ch. 550, S7-6 and S7-7 to determine conditions under which severance pay will be recomputed or resumed and conditions under which severance pay entitlement is lost.

6 See criteria in FPM Ch. 550, S7.

7 See list of offenses barring annuity payments in FPM Supp. 831-1, S6

8 See criteria in 5 USC 8102.

2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford him/her appeal rights, NO agency findings regarding employee's resignation or agency reasons for discharge may be placed on the SF 50.

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